

SENIOR ACCOUNTANT

NATURE OF WORK

Serves the public with supervisory and professional, or highly specialized accounting work.

DISTINGUISHING FEATURES

Work involves performing professional accounting work and supervising the work of accounting support staff in the maintenance of a subsystem of the accounting system. Work of positions in this class may also involve overseeing and administering grant funds, coordinating fiscal operations regarding federal, state, and local grant programs, maintaining financial control of federal and state funds, or supervising specialized, high volume accounting functions such as accounts payable and accounts receivable. Work is performed according to generally accepted accounting principles and within the framework of established laws, regulations, policies, rules, and procedures governing the financial accounting and reporting. This is the second of a three level series of classifications. It is distinguished from an Accountant by its broader supervisory responsibility and the increasing and recurring professional complexity of assignments. Positions in the class may supervise a unit comprised of technical or accounting support positions.

ESSENTIAL FUNCTIONS *(These essential duties are only illustrative.)*

Maintains financial accounting records for control and reporting of federal and state grant fund expenditures, in compliance with various laws, regulations, and funding agency requirements; prepares fiscal reports on the financial position of grants. Ensures compliance with all State and Federal grant regulations.

Maintains and approves payroll related records; prepares various reports, schedules, exhibits, and summaries; recommends revisions in the account structure; performs periodic reviews of various payroll areas and prepares materials for payroll auditors.

Supervises and evaluates accounting support staff engaged in general ledger coding of payroll, accounts payable, and accounts receivable relating to the various grant programs; prepares and recommends changes in account and entry processes to improve operations.

Reviews departmental expenditures to ensure accepted accounting practices and cost principles are followed and financial accounting and reporting requirements are met.

Anticipates Health and Human Services Department needs and challenges related to resource allocation and regulatory issues and advises Division Managers and/or Executive Director of the Health and Human Services Department.

Initiates and maintains current fiscal division policies and procedures and seeks prior approval when appropriate. Coordinates and reviews fiscal procedures, policies, and processes with internal staff and external partners.

May participate as a division manager in Health and Human Services Department Staff meetings, board meetings and in Policy Council meetings as needed/required and provides current reports to all three groups.

Supervises and coordinates accounting support staff engaged in state, federal, or citywide audits; coordinates data requests by agencies for accuracy and timeliness.

Prepares proposed budget for department; develops proposed budgets for grant submissions.

Reviews and recommends revisions to departmental accounting and budgetary controls over expenditures.

Maintains reasonable and predictable attendance.

SUPERVISION RECEIVED

Works under the general supervision of the Accounting Manager or other professional or administrative superior. Work is reviewed for effectiveness of program assigned in conformance with applicable laws, ordinances, policies, and regulations, and is reviewed through external and on-line audits, conferences and evaluation of periodic and special reports.

SUPERVISION EXERCISED

Exercises supervision over accounting technical and/or support staff engaged in carrying out the various functions and requirements of their respective responsibilities. Supervisory responsibilities include assigning and evaluating work, resolving personnel problems, setting performance goals and standards, making hiring and disciplinary decisions, and performing other supervisory functions. Some positions in this class may not have supervisory responsibility, but orient new employees to the workflow of the department and are available to answer questions about more advanced or technical financial accounting. Employees may be assigned to represent and act in the absence of the department director.

WORKING CONDITIONS & PHYSICAL DEMANDS

Work is performed primarily in an office setting and is essentially sedentary with occasional walking, standing, bending, and carrying items under 25 pounds such as papers and files. Work requires periods of extended computer use and performing tasks with set deadlines and volume processing.

SUCCESS FACTORS (KSAs)

Considerable knowledge of governmental accounting principles and procedures.

Considerable knowledge of government grants accounting, as required by the position.

Considerable knowledge of computerized accounting systems and their use in assigned accounting system or subsystem.

Considerable knowledge of the laws, regulations, principles and practices of payroll accounting, as required by the position.

Considerable knowledge of applicable federal regulations, OMB circulars, and other related documents used for monitoring grant programs, as required by the position.

Considerable knowledge of automated timekeeping systems, as required by the position.

Knowledge of the laws and procedures followed governing garnishment of wages, payment of child support, and other court directed involuntary payment of employee wages to third parties.

Knowledge of the principles and practices of employee supervision, as required by the position.

Knowledge of MS Office Suite or other word processing, spreadsheet and data base software standard that may be adopted by City departments.

Ability to operate computerized accounting, budgeting, grant, and related programs.

Ability to generate and interpret financial reports.

Ability to integrate and reconcile grants accounting requirements with the City's financial accounting system.

Ability to develop and implement operating procedures to support software systems, as required by the position.

Ability to make arithmetic computations and tabulations rapidly and accurately.

Ability to recognize and reconcile discrepancies in financial records.

Ability to carry out complex oral and written directions.

Ability to prepare and maintain accurate and complete financial records and reports, prepare records in advance of deadlines for various grant submissions, report filings and external financial audits.



Ability to communicate ideas clearly and concisely, both orally and in writing, with a diverse group of people.

Ability to establish and maintain effective working relationships as required by the work of the position.

Ability to interpret applicable federal regulations, OMB circulars, and other related documents used for monitoring grant programs, as required by the position.

Ability to be seated for extended periods, as required by the position.

Skill in the operation of a personal computer.

EDUCATION, TRAINING & EXPERIENCE

Possession of a Bachelor's degree from an accredited college or university in accounting, finance or a related field and 3 – 5 years of increasingly responsible financial accounting and reporting experience, including experience in a supervisory or team leader capacity. State and Federal grant reporting experience preferred. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may be substituted for the required experience.

NECESSARY SPECIAL REQUIREMENTS

Residency Requirement:

Effective June 1, 2018 all newly hired employees, including newly hired Department Heads, shall live within the municipal boundaries of City of Rockford within six (6) months of their completion of their introductory period.

Classified employees hired after January 1, 1984 may live anywhere in Winnebago County or anywhere within an area fifteen (15) miles from the Public Safety Building within six (6) months of their date of completion of probation. Employees hired prior to January 1, 1984 shall be subject to their conditions of employment in effect at that time.