

CITY OF LOMA LINDA
SENIOR ACCOUNTANT/FINANCIAL ANALYST

DEFINITION

Under general supervision, performs professional accounting/analytical work involved in the recording and reporting of financial transactions and budgetary control; prepares or assists in the preparation of the annual budget, financial statements, reports and related documents; participates in the review of departmental policies, procedures, reports and record keeping systems; provides direction to accounting clerical staff in assigned areas of responsibility and act for the Director of Finance in his/her absence; performs such other related duties as may be assigned.

CLASS CHARACTERISTICS

This is a single position class with the incumbent performing a variety of professional tasks involving administration of the City's financial programs including utilization of analytical skills in their review and improvement. The incumbent reports directly to the department head and has primary responsibility for the department's accounting program including records maintenance and the preparation of required financial reports. The incumbent may be assigned to conduct special studies and projects relating to any of the departmental programs.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Responsible for maintaining and reconciling the General Ledger and subsidiary ledgers, including ledgers for bond issues and assessment districts; obtains information from source documents/records and makes journal entries; initiates the preparation of reports, checks summaries for errors and makes necessary corrections.
2. Participates in preparation of the annual budget; prepares revenue and expenditure projections; reviews budget requests for adequacy of information, accuracy of computations, projected costs and compliance with departmental requirements, compiles requests and obtains any additional information required for evaluation by appropriate City staff/officials; responds to requests for information on budgetary processes.
3. Conducts reviews of City records, reports, revenues, expenditures, budgets, procedures and other financial transactions; coordinates audits conducted by outside auditors, provides required information and participates in the review of reports.
4. Participates in the investment of excess funds; interacts with Finance Director/Treasurer in the evaluation of cash flows and investment alternatives; arranges for the investment of excess funds in accordance with City policy.
5. Provides oversight of the preparation of payroll records, invoices, purchase orders, requisitions and related financial documents; may reconcile or direct the reconciliation of bank statements and the preparation of bank deposits.

6. Maintains the City's fixed asset inventory system; records acquisitions, modifications, retirements and transfers; controls tagging of new fixed asset acquisitions; maintains depreciation records on enterprise funds fixed assets; prepares applicable journal entries.
7. Prepares financial reports required by local, state and federal regulations; interacts with representatives of outside agencies in the resolution of related issues and effecting compliance with reporting requirements.
8. As directed, represents the City in relations with community groups; advisory committees; local, state, and federal agencies and professional organizations.
9. May conduct studies involving any aspect of the Finance Department's operation as assigned by the Finance Director/Treasurer; prepares reports and makes recommendations for the revision of systems, procedures, forms and record keeping programs.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include completion of a four-year college or university with a Bachelor's degree in accounting, business, administration or related field, with three years of accounting or auditing experience, preferably in or involving governmental agencies. The work must have involved the use of PC spreadsheets and utilization of computer based accounting programs. A CPA certificate and/or masters degree in Accounting is desirable.

Knowledge, Skills, and Abilities

Considerable knowledge of accounting principles and practices, including principles, objectives, methods and procedures of municipal fund accounting and budgeting; auditing principles and procedures. Working knowledge of computer based data and financial spreadsheet software programs. Ability to prepare journal entries; balance a general ledger; understand and apply generally accepted accounting principles and City financial policy; prepare and analyze financial reports from computer based systems; communicate effectively both orally and in writing; direct and coordinate the work of others involved in accounting clerical activity; establish and maintain cooperative working relationships.