TITLE:	**Senior Accountant**	**JOB CODE:**	1015
PREPARED:	3/21/07	**FLSA:**	Exempt
UPDATED:		**REVISION #:**	

Summary: Assists the Comptroller in a professional capacity while also performing a variety of complex and responsible duties, which include the preparations and review of the County's financial statements, financial analysis, cash flow management, debt service, special project research, correlation of accounting and budget related data and provide assistance to personnel conducting audits on the County's financial records.

Distinguishing Characteristics: This classification is distinguished from the Accountant designation by the fact that the former has more independent discretion in decision-making and performs more complex and responsible tasks.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledges, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Develops, implements and maintains a fixed assets system and maintains required records and analysis.
- Recommends and implements improvements in work flow, procedures and use of equipment and forms.
- Performs revenue analysis of inter-governmental and intra-governmental revenue sources.
- Performs journal entries, account reconciliations, cash flow analysis and grant accounting under the provisions of the Single Audit Act.
- Reviews and implements accounting procedures and control systems.
- Provides training of accounting staff; supports staff in other County departments regarding accounting procedures and internal control systems.
- Participates in the development, implementation and monitoring of the annual County budget; assists management in the preparation, monitoring and analysis of departmental budgets.
- Presents information, attends, and/or responds to questions at County Board meetings, meetings of advisory boards or other committees, as needed.
- Prepares and analyzes financial and statistical reports necessary for senior management relating to expenditures, revenues, departmental forecasting, etc. Utilizes statistical measures, not limited to cost-benefit analysis, cost-effectiveness analysis (pursuant to agreed-upon performance measures), forecasting and trending.
- Acts as a liaison with departments regarding budget planning and/or grant issues.
- Analyzes department program needs, prepares fiscal impact statements, conducts special studies, researches, analyzes, and prepares reports with recommendations for appropriate action.
- Interfaces with other departments, outside agencies and the public in exchanging information, responding to requests, coordinating activities/projects and responding as required.
- Performs related work as required.

JOB DESCRIPTION
Senior Accountant

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Knowledge of generally accepted accounting principles (GAAP) and procedures and their application to a variety of complex accounting transactions and problems.
- Knowledge of the governmental accounting standards board (GASB).
- Knowledge of advanced governmental accounting principles and practices.
- Knowledge of modern methods of municipal budgeting, revenue projections, and tracking systems.
- Knowledge of automated financial systems.
- Knowledge of modern office procedures, methods and equipment usage.
- Knowledge of federal, state and local laws and regulations regarding accounting and auditing.
- Knowledge of County policies, procedures, rules and regulations.
- Skill in applying advanced accounting principles to the maintenance of financial and accounting transactions.
- Skill in analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.
- Skill in interpreting rules, laws and regulations.
- Skill in examining and verifying financial documents and reports.
- Skill in preparing statements, reports, graphs and presentations.
- Skill in operating a personal computer and software applications.
- Skill in establishing and maintaining effective working relationships with superiors, peers and the general public.
- Skill in written and oral communications.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.

Education, Experience, Certifications and Licenses:

- Bachelor's degree from a four-year college or university in accounting, finance or a closely related field and
- Three years of professional accounting or auditing experience with advancing levels of responsibilities, preferably in municipal or public accounting.
- CPA certification is highly desirable.
- Possession of a valid State of Nevada driver's license.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.
- Subject to standing, walking, sitting, bending, reaching, kneeling and lifting objects up to 50 pounds.

Equipment and Tools Utilized:

- Special Equipment includes computerized and conventional office equipment, calculator and a motorized vehicle.