

City of Dallas
Classification Specification

Title:	Senior Accountant	Class Code:	18013
Application:	Career Series	Pay Grade:	I
Supplemental/Code:	Professional/2	Established:	10/01/94
FLSA Status:	Exempt	Revised:	10/1/2008

Position Purpose

Performs activities in an accounting function of high complexity within a city department or in a major accounting division in the Controller's Office to ensure the effective realization of the department's accounting goals and compliance with accounting principles and city policies and procedures.

Essential Functions

1. Conducts and supervises the day-to-day activities of an unusually complex accounting system to ensure compliance with generally accepted accounting principles (GAAP), Governmental Accounting Standards Board (GASB) pronouncements, city policies, and other regulatory requirements.
2. Generates internal department reports and submits financial data to the City Controller's Office.
3. Provides moderate technical assistance for interpretation of policies and procedures, and corrective actions to ensure the most effective and efficient use of financial information.
4. Prepares, reviews, records, and analyzes information needed for financial projections, periodic reporting, budgetary process, and financial statements to provide such information to its end users.
5. Serves as liaison between the department, City Controller's Office and internal auditors, preparing requested information and providing reports as necessary.
6. Tests new accounting releases to make recommendations for enhancements.

Ensures accurate and timely processing of journal vouchers, manual warrants, and other transactions and documents.
7. Monitors, evaluates, and classifies capital and equipment transactions and conducts periodic inventories to provide city-wide accountability of the city's fixed assets; assists in debt issuance and retirement, in provision of funds for debt payment, and in the maintenance of required debt reserve funds.
8. Develops and implements department-wide internal audit programs.
9. Supervises a group of lower-level accountants and clerical staff to ensure quality and productivity standards are maintained.

Knowledge, Skills, and Abilities Required to Perform Work

Advanced knowledge of the principles, practices and theories of various types of accounting typical of municipal governments.

Thorough knowledge of governmental accounting and financing.

Thorough knowledge of internal audit principles and practices.

Thorough knowledge of microcomputers and the accounting system.

Knowledge of applicable tax laws.

Knowledge of human relations including personnel procedures.

Ability to communicate effectively with employees at all levels, both orally and in writing.

Ability to make mathematical calculations with speed and accuracy.

Ability to analyze data and draw logical conclusions.

Ability to prepare complex financial reports and keep complex financial records.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Working Conditions and Hazards

Work conducted under normal office conditions.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.