

**SENIOR ACCOUNTANT (1523)  
TASK LIST - 2018**

**BUDGET AND FINANCIAL ANALYSIS**

1. Analyzes data from financial reports, such as costs, projected fund outlay, and planned vs. actual revenue and expenditures, and identifies expected deviations in revenue or expenditure in order to inform management regarding budget decisions.
2. Performs accounting analysis by comparing prior and current year's activities such as revenue and expenditure and/or breaking down each item within an account to its proper revenue and expenditure classifications in order to identify accounting inaccuracies, areas needing improvement, and current financial status for use by management.

**ACCOUNTING AND FINANCIAL REPORTING**

3. Verifies appropriate authority for purchase orders, budget, contracts, and board resolutions, by reviewing various documents such as contracts, legal documents, financial statements, and records of agencies participating in City program to verify effective and expiration dates, appropriate authority signatures, and whether amount is within budget, by referring to ledgers and journals in order to prepare accounting documents such as general accounting encumbrance (GAE), ensure compliance with established regulations, and verify the validity and terms.
4. Compares and reconciles statements of appropriation and other financial reports such as bank statements, labor analysis, and cost reports with department records such as ledgers, journals, program of expenditures, and allocations in order to reconcile and monitor accounts and make adjustments as necessary.
5. Records accounting transactions such as cash received, cash disbursed, encumbrances, inter-fund transfers, and adjustments on journals and ledgers in electronic system such as Financial Management System (FMS) in order to ensure that records are complete and accurate and that on-going and periodic information regarding status of funds and accounts, and financial condition and activity are up to date.
6. Prepares financial statements such as income and expenditure statements, balance sheets, and supporting schedules by generating reports from electronic system such as InfoAdvantage and referencing data from original source in financial system such as Financial Management System (FMS) in order to fulfill requests as needed and/or ensure compliance with City Charter, departmental, federal and other governmental agency requirements.
7. Updates departmental bond management and financial reporting database by accounting and recording bond transactions including the issuance, refunding, debt service payment, amortization of premium and discounts, deferred gain or loss, and

maturity, based on debt service schedules in order to ensure principal and interest are paid on time for financial operation purposes.

8. Maintains City's asset management system such as Centralized Asset Management System (CAMS), ITA Service Desk Online System (SOS), and LAFD Apparatus Tracking System (ATS) by recording, deleting, and updating fixed assets and equipment, and applying appropriate depreciation methods to various capitalized assets for financial reporting purposes.

## **SUPERVISION**

9. Communicates information to employees orally and in writing, including information from management such as policy changes or department objectives and priorities including, but not limited to, interpretations of City policies or Memorandums of Understanding (MOU), Executive Directives (ED) such as updated safety information, and training and promotional opportunities in order to provide employees with relevant information.
10. Communicates activities of the unit with other supervisors and/or staff and informs management of completed work activities, deviations from planned work, and/or employee suggestions and concerns in order to ensure everyone is informed of work activities including project status.
11. Plans the work of staff such as Accountants, Accounting Clerks, Administrative Clerks, Accounting Aides, and summer workers by taking into account the priority and difficulty level of each job, the skill set needed to complete the work, and the schedules and workloads of employees, and assigns work using automated systems, email, or verbally in order to ensure that the job is completed in a timely manner.
12. Monitors job progress of staff by communicating with them in-person or through email regarding job status and by reviewing their work in progress and at completion in order to assure timely and accurate completion of work.
13. Trains subordinate staff on procedures by showing them source documents used such as cash receipts, payment vouchers, and accounting reports including appropriation ledger and balance sheets, demonstrating how to use the terminal, and discussing the function of the division in order to ensure that staff has the proper knowledge, skills, and abilities to perform the job successfully.
14. Performs employee evaluations by evaluating employees in areas relevant to the job, discusses evaluations with the employee, and completes appropriate documentation in order to provide feedback, identify developmental needs, and prepares employees for career advancement opportunities.
15. Discusses completed work with employees, including quantity and quality, timeliness, and problems encountered, and provides verbal and/or written praise

and/or constructive criticism in order to provide recognition of good/poor performance and to coach them for effective performance of future assignments.

16. Schedules employee time at work including approving/disapproving employee requests for time off, and verifies that timesheets properly account for employee work time in order to assure necessary levels of staffing, timely completion of work, and appropriate documentation.
17. Writes brief summaries of a position's duties and procedures within an accounting section in order to ensure current and prospective employees understand job duties and expectations.
18. Reviews and approves the work of payroll staff, such as Accountants, when performing manual transactions such as time record adjustments or bonus in order to ensure employees get paid properly.

#### **OTHER**

19. Communicates with outside agencies, vendors, or other City departments, in person and over the phone, to discuss information regarding various relevant accounting activities such as status of payments or questions regarding billing in order to clarify or solve any issues related to funding.
20. Makes recommendations to supervisors, such as Principal Accountants, verbally or in-writing, for improvements to systems or procedures such as computer usage, personnel assignments, paper flow, and cash control procedures, and implements recommendations upon approval, in order to streamline processes to achieve efficiency and to promote better system and internal control based on findings from procedural analysis.