

## SENIOR ACCOUNTANT

*Class specifications are intended to present a description list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

To oversee the various accounting functions and perform a variety of complex financial, analytical, statistical and narrative reports regarding financial transactions, budgetary status, grant programs or trusts and to provide highly responsible support to the Finance Director and to other departments as necessary.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Finance Director and serves at the will of the Chief Executive Officer. May exercise technical and functional supervision over lower level departmental staff.

### **ESSENTIAL FUNCTION STATEMENTS**

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### Essential Functions:

1. Provides technical and functional supervision over assigned accounting personnel; assigns, reviews work of other accounting staff, train others in accounting systems and procedures.
2. Performs the most difficult and responsible types of duties assigned to classes within this series including responsibility for the full range of professional accounting relating to the maintenance of the general ledger and overseeing the annual and special audits including monitoring visits from granting agencies.
3. Provides lead direction to lower level staff.
4. Oversees all operations of the department including payroll, accounts payable, accounts receivable, maintenance of accounting systems.

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5. Personally perform professional accounting work for the department, including maintenance of overall General Ledger.
6. Reviews work of lower level staff.
7. Assist in the preparation of monthly financial reports.
8. Ensures timely recording of financial transactions.
9. Responds to questions from other departments as required by the Finance Director.
10. Act as a departmental representative as required by the Finance Director.
11. In accordance with Government Code 3100, perform the duties as disaster services worker as assigned in the event of a declared disaster or state of emergency by the Yolo County Housing CEO, Yolo County OES and/or the State of California DHS.
12. Perform all duties in a safe and conscientious manner following the YCH Injury Illness and Prevention Guidelines, reporting all injuries within 24 hours to your supervisor or member of the management team; reporting any safety concerns to your supervisor, member of the management team, or member of the YCH safety committee.
13. Abide by the YCH Risk Control Policy Statement assuring the highest level of safety and well being of residents, tenants, employees, volunteers and visitors, abiding by all applicable laws and regulations which govern the health and safety of all, and employing risk control methods where feasible to prevent and control losses. Report any observed or reported health, safety, and risk concerns to your supervisor, a member of the management team, or member of the YCH risk control committee.
14. Performs other related duties as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Methods, practices and terminology used in public sector accounting and financing.
- Principles and practices of accounting for housing and community development activities, including asset management.
- Principles of lead supervision and training.
- Pertinent Federal, State, and local codes, laws, and regulations.

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- Public Accounting Certification a plus.

**Ability to:**

- Perform complex accounting and statistical, budgetary and narrative reports.
- Maintain a General Ledger.
- Maintain the financial systems.
- Train others in accounting and the financial systems.
- Ability to maintain a variety of accounting records.
- Establish and maintain effective working relationships with co-workers.
- Facilitate the annual and special audits.
- Perform other accounting duties as assigned.

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be:*

**Experience:**

- Two years of progressively responsible, professional or journey level accounting or auditing experience, preferably in governmental or public agency setting.
- Demonstrated proficiency in preparation of spreadsheets and narrative reports.

**Training/Education:**

- Bachelor's degree from an accredited college or university with major course work in accounting, business administration or a related field is required.

**Physical Demands:**

Essential functions may require maintaining physical condition necessary for sitting or standing for prolonged periods of time in both indoor office and external housing environment. Have the hand strength and manual dexterity to operate keyboard equipment. Must be able to stretch, bend, and lift up to 25 pounds and climb stairs. Reasonable accommodations for physical requirements will be considered and made on

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a case-by-case basis. Requests for reasonable accommodations can be made to the Chief Executive Officer or designee.

**Special Requirements:**

- Must have access to an automobile or other means of transportation, when and if required to travel on YCH business.
- Must possess current automobile insurance in accordance with California law and, a valid California driver's license, including a driving record acceptable to the YCH insurance company.
- Must be insurable by YCH insurance carriers.
- Provide required proof of legal right to work in the United States.
- Public employees under Government Code 3100-3109 are required to perform duties as disaster service workers in the event of a natural, man-made, or war-caused emergency. To prepare for this service, employees in this classification code are required to complete, at a minimum, NIMS 100 Certification within their first year of employment.

*Yolo County Housing is an equal opportunity employer.*

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