



## CLASS SPECIFICATION

Class Code: 60000315  
Date Established: 11/2001  
Last Reviewed: 02/2023  
Last Revised: 02/2023  
Last Title Change:  
FLSA: exempt  
Probation: 12 months

### SENIOR ACCOUNTANT

#### **DEFINITION**

Under general direction, performs the more complex duties in the accounting series; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

A bachelor's degree from an accredited college or university in accounting, finance, or a closely related field AND three years of full-time professional accounting experience; OR an equivalent combination of related education and experience.

#### **LICENSE OR CERTIFICATE**

A valid driver's license is required at the time of appointment.

#### **DISTINGUISHING CHARACTERISTICS**

This class is distinguished from the Accountant II by its lead worker duties over other accountants.

#### **SUPERVISION EXERCISED**

May exercise lead supervision over accountants and support staff.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Perform special projects, including review of annual and interim financial statements and reports, analytical studies and assist management with directing implementation of Governmental Accounting Standards.

Assign and review work of professional staff; provide input into annual performance evaluations.

Prepare and present annual and interim financial statements and reports for assigned departments or funds.

Prepare cash flow statements for assigned funds.

Complete monthly fund checklist for the funds assigned including analysis for accuracy of general ledgers, revenue/expense reports, budget reports, and unusual fluctuations.

Research and apply County policies and procedures, Nevada Revised Statutes, and generally accepted accounting principles to work assignments.

Complete year-end schedules, notes, and other items relating to the year-end audit.

Maintain general ledgers of governmental and proprietary funds that include reviewing, analyzing, and balancing detailed schedules and subsidiary journals and reviewing balance sheet, revenue, and expenditure/expense ledgers and financial statements for unusual fluctuations and record transactions.

Analyze various County contracts to verify all required accounting entries have been prepared and the financial statements accurately reflect the contract and terms.

Review records and required local, state and or federal financial reports for accuracy, consistency, compliance with statutory requirements and adherence to County policies and procedures to ensure adherence and financial integrity.

Communicate with County management and other staff regarding the timeliness, accuracy, and implications of financial records and data.

Provide information regarding fund and account status to County management and staff in a timely manner.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

#### **Knowledge of:**

Accounting policies, methods, and procedures used in Washoe County.

Computer software specific to the department/division.

Department/division policies and procedures.

County requirements for fund types and reports.

#### **Ability to:**

Plan, organize, and supervise assigned areas of responsibility.

Understand the organization and operation of the County and of outside agencies as necessary to perform assigned responsibilities.

Access and operate departmental computer equipment and software.

Research and accurately apply County policies and procedures, Nevada Revised Statutes, accepted internal control practices, and accounting principles to fiscal accounting and reporting.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

#### **Knowledge of:**

Accounting principles and practices and their application to a variety of government and Proprietary Fund accounting transactions and problems.

Preparation/review of financial statements in accordance with Generally Accepted Accounting Principles for governmental entities.

Budget development.

Auditing practices and procedures.

#### **Ability to:**

Effectively train, assign, and review the work of others in assigned areas.

Perform a variety of complex financial and accounting analyses.

Monitor and verify the accuracy of fiscal records and reports.

Prepare a variety of financial reports and statements.

Make mathematical calculations quickly and accurately.

Accurately interpret, explain, and apply a variety of policies, rules, procedures, and regulations.

Gather, organize, analyze, and present a variety of data and information.

Analyze, develop, and modify financial record keeping procedures.

Use a variety of fiscal/accounting software.

Write clear, concise, and accurate fiscal accounting records and narrative reports.

Communicate orally in a clear, concise manner.

Establish, maintain, and foster effective working relationships with those all those contacted in the course of work.

**SPECIAL REQUIREMENTS** *(Essential duties require the following physical skills and work environment.)*

Ability to work in a standard office environment. Ability to lift and move objects weighing up to 10 lbs. Ability to use office equipment including computers, telephones, calculators, copiers, and fax machines.

*This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.*