

SENIOR ACCOUNTANT

DEFINITION

Under direction, provides lead direction and work review to assigned staff and/or performs and coordinates complex and specialized accounting work as well as internal and external financial reporting; performs related work as assigned.

CLASS CHARACTERISTICS

This is the lead and/or specialist level in the Accountant series. Incumbents may serve in a lead capacity and direct the work of assigned staff, and/or may serve as specialists who work independently and deal with the most complex and/or sensitive projects. Incumbents have the expertise to perform professional-level accounting work, demonstrate knowledge of relevant policies and procedures, and demonstrate competency in the full range of assigned duties. Incumbents also possess a working knowledge of fund accounting and a knowledge of the full range of accounting functions. This is a professional accounting classification that performs complex analysis of various programs and legislation to evaluate their impact on the financial operations of the judicial branch. This class is distinguished from Supervising Accountant in that the latter is responsible for supervising accounting staff, with effective authority for their selection, retention, and training and development and with responsibility for day-to-day supervision, evaluation, motivation, and discipline of employees.

EXAMPLES OF DUTIES (*illustrative only*)

- Provides lead direction, training, and work review; organizes and assigns work, sets priorities, and follows up to ensure coordination and completion of assigned work.
- Provides input into selection, evaluation, discipline, and other personnel matters.
- Prepares reports and presentations regarding findings.
- Conducts special studies and reviews as assigned.
- Provides backup operational assistance as needed.
- Supervises projects and assigned staff.
- Oversees the proper application of encumbrances.
- Oversees the operation of the automated accounting system.
- Analyzes and reconciles accounts and ledgers.
- Reviews spreadsheets and financial reports.

- Reviews retirement system reports and payment programs.
- Analyzes budget reports for accuracy and the status of budget allocation vs. expenditures.
- Communicates with court personnel, Judicial Council staff, and State Controller staff regarding accounting matters.
- Prepares correspondence.
- Oversees the preparation of monthly, quarterly, and year-end financial statements.
- Prepares account analyses.
- Reviews and approves month-end reconciliations.
- Oversees fixed asset accounting operations and grant accounting.
- Maintains accurate financial records and prepares accurate and timely reports.

WORKING CONDITIONS

- Work occasional evening and weekend hours.

QUALIFICATIONS

Knowledge of:

- Basic supervisory principles and practices.
- Generally accepted accounting principles.
- Principles, practices, and applications of fund accounting.
- Principles and practices of auditing and reviewing financial documents.
- Principles of financial data collection and control.
- Principles of budget administration.
- The operation of personal computers and the use of specified computer applications, such as word processing, spreadsheets, and financial systems.
- Principles and techniques of preparing effective oral presentations.
- Principles and techniques of preparing a variety of effective written materials.

Ability to:

- Plan, direct, and review the work of others on a project or day-to-day basis.
- Use initiative and independent judgment within established procedural guidelines.
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines.
- Interpret, explain, and apply principles and practices of general, fund, and governmental accounting.
- Perform detailed financial office support work accurately.
- Review financial documents for completeness and accuracy.
- Review, post, and balance financial data; generate and reconcile financial reports using an automated financial system.
- Maintain accurate financial records and prepare accurate and timely reports.
- Develop accounting plans to define appropriate financial transaction processing for programs and functions of the judiciary.

- Interpret financial requirements contained in the State Administrative Manual.
- Operate personal computers and use specified computer applications, such as word processing, spreadsheets, and financial systems.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Licenses and Certificates:

None.

Education and Experience:

Equivalent to possession of a bachelor's degree, preferably with major course work in accounting and three years of professional accounting experience, including one year of lead experience for positions with lead responsibility.

Additional directly related experience may be substituted for the education on a year-for-year basis.

OR

One year as an Accountant with the judicial branch.