



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: SENIOR ACCOUNTANT

DEFINITION: Under direction, supervises and performs the most difficult and responsible accounting work in the development, implementation and maintenance of budgetary, revenue, cost and other financial records.

EXAMPLES OF DUTIES:

- Supervises, trains and evaluates subordinate personnel;
- Performs the most difficult and specialized professional accounting work in the maintenance of financial records;
- Performs the most difficult accounting work in recording, classifying and distributing revenue and expenditure to proper accounts;
- Maintains journals, ledgers and other financial records;
- Accumulates data and conducts cost analyses;
- Computes various charges and prepares billings, statements and related reports;
- Supervises the maintenance of general and subsidiary ledger controls, coding systems and operating procedures;
- Prepares and reviews complex fund and account reports to ensure strict compliance with City, State and Federal regulations;
- Develops and prepares budget and expense reports for management review;
- Develops and implements new and revised accounting classifications, coding systems and operating procedures;
- May develop, implement and maintain inventory systems;
- Performs general administrative functions;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

Graduation from an accredited college with a Bachelor's degree in accounting or a current CPA certificate, and a minimum of four years of professional level accounting experience including two or more years of responsibility for supervising a major accounting function; knowledge of all duties of the classification and the principles of supervision; and a valid motor vehicle operator license.

HISTORY:

Revision of Classification Specification dated 12/01/66.

Approval/Adoption Dates: 06/03/82 - Human Resources Department