



City of Kansas City, Missouri Job Class Specification

Job Title: SENIOR ACCOUNTANT

Department: MULTI

Job Code: 1113

Status: EXEMPT

Grade: EX-3

Summary

This is responsible and advanced professional accounting work of an administrative nature covering all phases of account maintenance, audit, or expenditure control of fiscal transactions of a major municipal department.

Work involves responsibility for the general supervision of the accounting activities of a major municipal department. Employees of this class exercise considerable judgment in planning, installing, revising, and maintaining accounting procedures, and in the preparation of statements and reports. Work assignments are received in general form indicating results desired and questions relating to major objectives and priority of work are discussed with an administrative or technical supervisor. Work is subject to verification by periodic external audits and a variety of internal automatic checks. Work is reviewed through conferences, study of regular and special reports and general observation of the effectiveness with which assigned work is carried out.

Duties and Responsibilities

- Plans, organizes, and reviews the work of subordinate professional, paraprofessional and clerical employees engaged in maintaining municipal general ledger and budgetary control accounts.
- Supervises, coordinates, and assists in the control of departmental fiscal affairs; supervises the conservation of financial assets; oversees the proper maintenance of accounting records and reports; publishes varied reports illustrating transactions and financial position of the department; supervises and coordinates capital outlay requests and the preparation and administration of the departmental budget; reviews and approves financial statements and reservation of funds.
- Pre-audits all departmental requests for payment or disbursement of funds; reviews invoice clearing fund specials; reviews trust fund specials, journal vouchers, and daily miscellaneous receipts; reviews all ordinance requests for appropriation and expenditure of municipal funds; reviews municipal expenditures, disbursements, and accounting procedures in general.
- Assists in the analysis of present municipal accounting systems and in the development of new and revised procedures; participates in the coordination and development of new methods to use computer systems in the processing of municipal accounting transactions.

Technical Skills	<p>Thorough knowledge of:</p> <ul style="list-style-type: none"> Municipal accounting, purchasing, financing, auditing, and expenditure control systems and procedures. Modern office practices, equipment, and standard clerical techniques. <p>Considerable knowledge of:</p> <ul style="list-style-type: none"> Accounting principles and procedures as applied to complex municipal accounting systems involving a large number of transactions. Applicable laws, regulations, procedures, and processes governing the receipt, custody, and expenditure of public funds. <p>Ability to:</p> <ul style="list-style-type: none"> Plan, organize, and supervise the work of a large group of professional, paraprofessional, and clerical personnel in a manner conducive to full performance and high morale. Perform detail work involving written or numeric data and to make arithmetic calculations rapidly and accurately. Establish and maintain effective working relationships with subordinates, other employees and officials, and the general public.
Education and Experience	<p>Accredited Bachelor's with major course work in accounting, business administration, or a related subject area; and five (5) years professional experience in governmental or business accounting. Such experience is to be of a progressively responsible nature including two (2) years of intermediate professional accounting (at the level of Accountant II);</p> <p style="text-align: center;">or</p> <p>An equivalent combination of education and experience.</p>
Certificates/ Licenses/Special Requirements	<p>Must pass a background check as prescribed by the City.</p>
Supervisory Responsibility	<p>Supervision may be exercised over a moderately large group of clerical and professional subordinates.</p>
Supervision Received	<p>Work is performed under the general supervision of an administrative superior.</p> <p>Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.</p>
Created	<p>4/73</p>
Revised	<p>3/97, 8/03, 9/06, 1/08, 4/13, 8/22</p>