

Position: Senior Accountant	Position Number:
Department/Site: Administrative Services	FLSA: Non-Exempt- (Classified CSEA)
Reports to: Controller	Salary Range 45

DESCRIPTION:

Under general direction of the Controller, organizes and prepares accounting records, management reports, audit schedules and other ad

- Organize workload and prioritize duties; ~~on~~ agreed upon deadlines; work independently with little direction
- Extract and analyze data and prepare reports, correspondence, and presentations
- Understand and interpret rules, regulations, ~~and~~ laws related to assigned areas
- Perform complex account analyses and reconciliations.
- Perform financial analyses and interpret results.
- Communicate in English, clearly and concisely, both orally and in writing
- Prepare and interpret various financial statements and reports.

- Establish and maintain cooperative and effective working relationships with those contacted in the course of work.
- Demonstrate positive interpersonal skills using tact, patience and courtesy
- Prioritize and complete all work with minimum supervision and ensure accurate records and documents are completed and updated within required timetables.
- Utilize and apply the technology of word processing, database, and spreadsheet applications
- Perform mathematical calculations with speed and accuracy
- Plan, formulate and execute clerical procedures and directives, in accordance with assigned duties and office policies; maintain accurate and neat records
 - Follow rules, laws and policies and apply them with good judgment in a variety of procedural situations
 - Provide work direction and guidæ to others.
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Physical Effort: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position, including sitting at a computer for long periods of time.
- Manual dexterity sufficient to write, use telephone, and business machines for extended periods of time
- Vision sufficient to read printed materials.
- Hearing sufficient to conduct in person and telephone conversations (approximately 60 decibels)
- Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance or on the telephone
- Physical mobility sufficient to move about the work environment
- Physical tolerance to be exposed to dust, pollen, and other aspects of indoor office air.