CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 342.2

Job Title: **SENIOR ACCOUNTANT**

Pay Grade: 20

GENERAL SUMMARY:

Performs a variety of complex professional accounting activities under minimum supervision. Plans and carries out broad assignments with responsibilities for recommending changes in accounting methods and procedures.

RESPONSIBILITIES:

- Prepares financial statements, schedules and other documents necessary to communicate accounting information to management.
- Reviews daily, weekly, monthly and annual financial reports for accuracy and completeness; reconciles reports against City financial records; makes changes and/or adjustments to reports if necessary; notifies supervisor of changes as required.
- Reviews daily cash transactions for accuracy; balances accounts to appropriate funds; reconciles and/or makes corrections; transfers money between funds when needed.
- May lead or provide guidance to accountants and/or accounting clerks.
- Assists supervisor and management in developing and writing procedures; assists management in decision-making practices.
- Complies with federal, state, and local laws and legislation including Government Accounting Standard Board (GASB) rules on accounting practices; justifies and reports any departures from these standards in agency financial statements.
- Computes daily deposits and verifies validity of actual deposits; reports any discrepancies to supervisor.
- Assists with special accounting projects as required.

SPECIFICATIONS:

KNOWLEDGE:
Requires a Bachelor's degree in Accounting, Business Administration or a closely related field such as Finance, with a minimum of 9 hours in Accounting.

EXPERIENCE:
Three years of experience in professional accounting are required.

Professional accounting experience may substitute for the education requirement on a year-for-year basis, except for the required minimum of 9 hours in Accounting. A Master's degree in Accounting, Business Administration or a closely related field, such as Finance, may substitute for two years of the experience requirement.

COMPLEXITY:
Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and precedents, and in adapting standard methods to fit facts and conditions.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:
Errors in work cause some expense and inconvenience. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult questions.

SUPERVISION EXERCISED:

Direct Supervision:
Involves general scheduling and review of work as a "working supervisor" or lead person.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with clerical and technical staffs. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

External Contacts:
Level of external contact is primarily with lower-level service representatives and vendors. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

PHYSICAL EFFORT:
The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:
There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:
Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS
All duties and responsibilities may not be included in the above job description.

JOB FAMILY:
Accountant Associate
Accountant
Senior Accountant
Accountant Supervisor
Accountant Manager

Effective Date :October 1990
Revised Date: May 2003
Revised Date: September 2026