

CITY OF LINCOLN
PRINCIPAL ACCOUNTANT

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction, performs complex and advanced governmental accounting and financial analysis. Plans, organizes, supervises and directs the daily accounting activities and accounting staff within the Finance Department; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The Principal Accountant is the advanced, supervisory level in the Accounting classification series and is responsible for planning, assigning, performing and supervising the day-to-day activities and staff of the Accounting Division. Incumbents assigned to this classification perform the more complex and advanced governmental accounting and supervisory duties independently and with sound judgement. This classification is distinguished from the next higher classification of Accounting Manager in that the latter has managerial and overall responsibility over the Accounting Division. This classification is distinguished from the next lower classification of Senior Accountant in that the Principal Accountant has direct supervisory responsibility over the day-to-day accounting activities and performs the most difficult and complex duties requiring independent judgment and decision-making.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Finance Director, Finance Manager or Accounting Manager. Exercises direct supervision over professional, technical, and clerical accounting staff.

ESSENTIAL FUNCTIONS *(include but are not limited to the following):*

- Plans, organizes and supervises the day-to-day activities of the Accounting Division; responsible for accounting, financial reporting and analysis for the City using generally accepted processes and procedures including the Generally Accepted Accounting Principles (GAAP).
- Participates in the preparation of the Annual Comprehensive Financial Report (AFCR) and oversees the preparation of interim and annual financial reports and statements, by providing detailed information and responding to auditors including analytical review, internal control evaluation and the Management Discussion and Analysis..
- Supervises the preparation, analysis and review of revenues, reimbursements, expenditures, fund balances and balance sheet accounts; posts journal entries and approves cash receipts.
- Participates in the development of official policies, procedures and practices to ensure compliance with applicable laws and regulations.

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- Independently organizes work, sets priorities, meets critical deadlines and follows-up on assignments.
- Participates in the review, development and modification of internal control methods.
- Interprets and applies provisions of laws, rules and regulations related to fiscal matters.
- Reviews and approves accounting transactions for input to the various financial systems of the City and its related entities and departments.
- Interviews and recommends selection of job applicants, appraises employee performance; conducts informal counseling on performance issues, prepares documentation and improvement plans for deficiencies and coordinates with the Human Resources Department to institute applicable disciplinary procedures.
- Analyzes situations and identifies pertinent problems/issues; collects relevant information; evaluates realistic options and recommends/implements appropriate course of action.
- Plans, prioritizes, assigns, supervises and evaluates work of assigned personnel; trains and instructs employees in work methods.
- Directs and participates in the resolution of complex fiscal, financial and accounting problems which have significant impact on the City's financial condition and/or operations as assigned.
- Provides professional and technical advice and recommendations on accounting pronouncements, standards, policies and procedures.
- Provides assistance to City departments regarding City accounting policies and procedures in resolving accounting and financial problems.
- Develops, implements and evaluates fiscal policies, procedures and practices and initiates action for improvement.
- Directs and participates in complex, fiscal, financial and accounting problems which have significant impact on the City's financial condition and/or operations as assigned.
- Prepares and maintains a variety of records, reports and correspondence related to division activities.
- Seeks continuous improvement in finance and accounting processes and procedures to achieve optimum efficiency and effectiveness.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management, staff and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. The position also requires near and far vision in reading written reports and work-related documents. Acute

hearing is required when providing phone and personal service. The nature of the work also requires the incumbent to drive motorized vehicles. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

QUALIFICATIONS *(The following are minimal qualifications necessary for entry into the classification.):*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Principal Accountant. A typical way of obtaining the required qualifications is to possess:

The equivalent of a bachelor's degree from an accredited college or university with major course work in accounting, finance, economics, business or public administration or a related field and five years of increasingly responsible professional finance, accounting and/or auditing experience, including at least three years of governmental experience and one year of lead experience.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.):*

Knowledge of:

Principles and practices of municipal fiscal management, including fund accounting and budgeting; theories, principles, and practices of governmental budgeting and finance; Generally Accepted Accounting Principles and Procedures (GAAP), Generally Accepted Auditing Standards (GAAS) and Government Accounting Standards (GASB); techniques of financial and management analysis; principles and practices of government finance and administration; principles and practices of program and budget development, administration and evaluation; principles and practices of supervision and personnel management using methods and techniques for supervision, training and motivation; basic principles of mathematics; methods of evaluation that include checks-and-balances; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; current data processing principles and applications for fiscal and financial systems using standard office procedures, practices and equipment; modern office equipment including a computer and applicable software; principles of fiscal, financial, and accounting analyses; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Plan, organize, assign, supervise, review and evaluate the activities of program areas within the Finance division; provide effective leadership and coordinate the activities of professional, technical and clerical staff, assist in the implementation of a comprehensive financial program; prepare and administer municipal budgets; prepare administrative and financial reports with accuracy and in a timely manner; understand and perform complex accounting and financial work; analyze, interpret, summarize, and present clear, concise and logical written and oral reports; develop, implement and interpret goals, objectives, policies, procedures, and work standards, gain cooperation through discussion and persuasion; coordinate division activities with other City departments and divisions as required; represent the division in the community and at professional

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meetings as required; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; prepare clear and comprehensive fiscal analyses and reports; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate office computer and variety of software applications including Excel, Word and various financial and accounting programs.

FLSA: Exempt
Employee Group: Mid-Management/Confidential
Adopted: June 2, 2023