

CITY OF OCEANSIDE

REVISED: JANUARY 2026
JOB CODE: ACCT32
UNIT: MECO

SENIOR ACCOUNTANT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, performs and supervises a variety of advanced and complex professional accounting duties in support of the City's financial accounting systems; records financial transactions; conducts comprehensive financial analyses and participates in budgeting functions; prepares, maintains, reviews and reconciles financial records and reports; and performs other related work as assigned.

EXAMPLES OF DUTIES - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Performs a variety of advanced and complex accounting duties in support of the City's financial accounting systems under minimal supervision; analyzes and reviews a variety of revenue sources, expenditures and fund balance projections for budget preparation and implementation; assigns, reviews, trains and supervises work of clerical, technical or professional staff in making ledger entries, reconciliations, maintaining payroll records and performing other work; prepares and reviews journal entries for all funds; participates in the posting, balancing and reconciliation of the general ledger and subsidiary accounts; reviews and reports status of funds to program managers; analyzes and researches complex financial transactions to provide proper accounting treatment in accordance with Generally Accepted Accounting Principles (GAAP); develops and prepares a variety of detailed and analytical accounting, statistical and narrative reports pertaining to fiscal activities, policies, and procedures; monitors and prepares financial reports on City grants; devises accounting methods, procedures, internal controls and general systems for all programs under their purview; maintains and controls the master chart of accounts; supervise and participate in auditing systems and procedures to ensure proper internal controls and compliance with policies; assists in the annual audits; and performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Operations, services and activities of accounting programs including financial reporting.
- Principles, practices and theories of public agency financial management, including general and governmental accounting.
- Principles and practices of general ledger preparation, maintenance and reconciliation.
- Methods and techniques used in governmental accounting, public finance administration and budgeting.
- Principles and procedures of financial record keeping and reporting.
- Mathematical concepts involved in collecting, interpreting and analyzing numerical data.
- Modern office procedures, methods and equipment including computers and supporting

word processing and spreadsheet applications.

- Basic principles of supervision, training, and evaluation.
- Software applications utilized in accounting programs.
- Pertinent federal, state and local laws, codes and regulations.

Ability to:

- Perform professional level accounting duties in accounting and financial reporting with minimal supervision.
- Apply, interpret and explain City and departmental policies and procedures, as well as applicable federal, state and local policies, laws, and regulations, related to finance.
- Research data and prepare clear and concise financial reports.
- Examine, complete and analyze detailed complex financial documents, forms and records and develop conclusions and make recommendations.
- Operate office equipment including computers and supporting word processing and spreadsheet applications.
- Audit and analyze systems and procedures to determine compliance with applicable laws, regulations and policies.
- Develop and implement efficient accounting procedures.
- Work independently in the absence of supervision.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Experience: Five years of increasingly responsible professional accounting experience including one year of lead supervisory responsibility.

Training: A Bachelor's degree from an accredited college or university in accounting, business administration or a closely related field.

OR

Ten years of increasingly responsible professional accounting experience including five years of lead supervisory responsibility of financial transactions, processes, programs, and/or systems.

License/Certificate: Possession of, or ability to obtain and maintain, an appropriate, California valid driver's license.

WORKING CONDITIONS

Environmental Conditions: Office environment; exposure to computer screens.

Physical Conditions: Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time; near visual acuity for operating computerized accounting systems.