



# City of Fallon

## Classification Specification

### Senior Accountant

#### GENERAL PURPOSE

Under supervision of the City/Clerk Treasurer and Deputy City Clerk/Treasurer, the Senior Accountant will assist in overseeing the accounting, billing, and customer service operations of the City Clerk's Office relating to the City's electric, water, water treatment, wastewater, sanitation, and landfill enterprises. The Senior Accountant will also assist with planning, budgeting and accounting for the overall financial operations of the City with a focus on payroll and employee benefits.

#### GENERAL STATEMENT OF DUTIES

The duties listed below are examples of the work typically performed by an employee in this classification. An employee may not be assigned all duties listed and may be assigned duties that are not listed below.

- Perform payroll functions, including auditing of hours worked data, balancing and maintenance of voluntary deduction files, remittance of payroll taxes, and insurance premiums.
- On-board new employees, including presenting all new-hire information and completion of all benefit enrollment and processes all necessary paperwork.
- Maintain employee records, including workers' compensation, FMLA, safety, and employee benefits, using both paper files and electronic data systems.
- Provide information to the public or to City staff that requires the use of judgment and the interpretation of policies, rules or procedures; explains policies and procedures to all levels of staff and the public, including but not limited to, vacation and sick leave, FMLA leave, workers' compensation, safety programs and policies, recruitment processes, and employee benefits programs.
- Supervise staff, including prioritizing and assigning work, oversee training, and participating in performance reviews.
- Assist Accounting Clerks with processes and procedures for daily office tasks including, but not limited to, business licenses, utility billing, accounts payable, and customer service, preparing required financial documentation such as invoices, statements, voucher checks, and reports. Review documentation for accuracy, reconcile statements and report discrepancies.
- Perform a variety of accounting functions within the City's financial accounting system, analyze variances between actual and budgeted expenditures, assist with general ledger journal entries and account reconciliations, and monitor the general ledger for classification accuracy.
- Implement improvements to administrative and financial procedures and internal control systems, review funds for proper application of accounting principles in accordance with NRS, EASB and GAAP.

- Prepare and/or review monthly, quarterly, and year-end financial reports, prepare journal entries to reflect financial activity and provide assistance to other departments, outside agencies, and the public in exchanging information, responding to requests, coordinating activities/projects, and responding as required.
- Performs other duties as assigned.

## **QUALIFICATIONS FOR EMPLOYMENT**

### **Knowledge and Ability**

- Principles and practices of payroll processing; including laws and reporting requirements.
- Use of specified computer applications related to the work, including word processing and involving the design and management of databases and spreadsheet files and the development of special report formats.
- Business arithmetic.
- Financial record keeping and bookkeeping practices and techniques.
- Principles and practices of auditing financial documents and records for completeness and accuracy.
- Principles and practices of governmental accounting, auditing and financial standards and record keeping practices and techniques in accordance with GAAP.
- Principles and practices of budget development and administration.
- Administrative and clerical procedures, practices, and terminology applicable to word processing, managing files and records, and designing forms.
- Correct business English, including spelling, grammar, and punctuation.
- Communicate effectively with individuals in a variety of different emotional states, from a variety of different backgrounds, and with different educational backgrounds and mental capacities in person and over the telephone.
- Principles and practices applicable to customer service.
- Understand, explain and apply laws, codes, standards, rules and regulations related to various funding sources, and financial presentation.
- Provide a high level of financial expertise through analysis and interpretation of data gathered for decision support. Prepare accurate and timely management and regulatory reports by accessing information from a variety of sources and utilizing consistent reporting formats.
- Develop and maintain constructive, cooperative, and effective working relationships with people and organizations encountered while performing duties.
- Training others in the policies and procedures related to the work.
- Use initiative and independent judgment within established procedural guidelines.

### **Experience and Training**

Any combination of experience and training that would provide the required knowledge, skills and abilities may be used to qualify for employment. A typical way to obtain knowledge, skills and abilities is described below.

- Bachelor's degree in accounting, or Associate degree plus 5 years of directly related professional experience.
- Experience in preparation of payroll.
- Two years of supervisory experience.

### **Physical and Perceptual Capabilities Required**

The physical and perceptual capabilities described here are representative of those that an employee typically must possess to successfully perform the essential functions of the job.

- Move from place to place within an office.
- Sit for long, uninterrupted periods.
- Stand for long, uninterrupted periods.
- Repeatedly stand up and sit down.

## **WORKING CONDITIONS**

Work is typically performed under the following conditions.

- Generally clean environment with limited exposure to conditions such as odors or noise.
- Interactions with individuals who are uncooperative, distraught, and/or confused.
- Occasionally work hours more than a normal workday or workweek.
- Work without supervision or immediate assistance.
- Interruptions of planned work activities by telephone calls, visitors, and response to unplanned events.

FLSA Statues : Non-Exempt

Classification : Confidential

Grade: 11

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