

City of Allentown
Position Description

Class Title: Senior Accountant
Grade Number: 15N; Exempt
Department: Treasury & Accounting
Union: Non-Union

GENERAL PURPOSE

Performs advanced professional accounting duties with a focus on leading the City's annual financial audit. Ensures compliance with governmental accounting standards (GASB), maintains accurate records across all funds, and supports fiscal reporting and compliance. Must have CPA designation or be actively working toward certification.

SUPERVISION RECEIVED

Works under the supervision of the Manager of Treasury and Accounting.

SUPERVISION EXERCISED

Provides guidance and oversight to other accountants, serving as a key resource for questions related to accounting procedures, financial systems, and regulatory compliance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Lead the City's annual financial audit, including coordination with external auditors and preparation of audit schedules.
- Stay current on GASB regulations and implement accounting updates as required.
- Prepare the Annual Comprehensive Financial Report (ACFR) Single Audit Report, and related documentation.
- Perform and oversee general ledger maintenance for all City funds, including balance sheet, revenue, and expenditure accounts.
- Maintain the City's Fixed Asset System and generate related financial reports.
- Post daily transactions to the general ledger and reconcile cash balances monthly.

- Prepare financial components of the DCED report and ensure timely submission.
- Prepare and submit debt service payments and payroll tax filings on a bi-weekly and quarterly basis.
- Maintain accurate records for the City's bank accounts and payment systems.
- Record all transactions for the City's three pension plans.
- Transport and reconcile daily bank deposits as needed.
- Mentor and guide other accounting staff.
- Collaborate with internal departments and external agencies on financial matters.
- Maintain professional development and CPA credentials through annual continuing education and training.
- Provide quality and effective customer service to internal and external stakeholders.
- Perform additional related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's degree in Accounting from an accredited college or university.
- CPA license or active progress toward CPA certification required.
- Significant and progressively responsible experience in accounting, preferably in government or public accounting.
- Equivalent combination of education and experience may be considered.

Necessary Knowledge, Skills, and Abilities:

- Advanced knowledge of governmental fund accounting, audit practices, and GASB standards.
- Strong analytical and organizational skills, including ability to interpret complex financial data.
- Ability to plan, organize, and supervise the work of others.
- Proficiency in Microsoft Office, financial software, and stand-alone accounting systems.
- Ability to communicate complex information clearly, both verbally and in writing.
- Commitment to maintaining CPA credential through ongoing training and education.
- Ability to establish and maintain effective working relationships with staff and external contacts.

TOOLS AND EQUIPMENT USED

Daily use of personal computer, accounting software, financial databases, calculator, copier, and telephone.

PHYSICAL DEMANDS

Must be able to sit for extended periods, talk, hear, walk, and use hands for office tasks. May occasionally lift or move up to 35 pounds. Close vision and ability to focus are required.

WORK ENVIRONMENT

Standard office environment with typically quiet noise levels. Reasonable accommodations will be provided for individuals with disabilities.

SELECTION GUIDELINES

Formal application, evaluation of education and experience, interviews, reference checks, and job-related testing may be required. This job description does not constitute an employment agreement and may be amended as needed by the employer.