CITY OF SAN ANTONIO
An Equal Opportunity Employer

506 Dolorosa, San Antonio, Texas 78204
(210) 207-6197 Job Line (210) 207-7280
www.sanantonio.gov

SENIOR FINANCIAL ACCOUNTANT
FINANCE DEPARTMENT

The City of San Antonio Finance Department is recruiting for a Senior Financial Accountant who under general direction, is responsible for performing professional level accounting work involving the analysis and reporting of municipal finances and other tasks related to the practice of recording, classifying, and researching financial transactions in the Finance Department. May exercise functional supervision over assigned professional and paraprofessional staff.

Essential job functions include, but are not limited to, the following: Assists in the review and preparation of the City's Comprehensive Annual Financial Report and the City's Financial and Compliance Report on Federal and State Grants, (Single Audit Reports). Monitors, evaluates records, classifies, and summarizes financial transactions and events in accordance with Generally Accepted Accounting Principles (GAAP), City Ordinances and applicable legal mandates. Supports staff and drafts complex accounting journal entries and reviews completed entries. Prepares and oversees the development of financial reports for financial analysis, forecasting, trending, and results analysis. Researches and prepares the financial narrative section for City ordinances, in coordination with other City departments. Coordinates and provides information and technical assistance to inside and outside auditors during the annual audit process and the preparation of the City's Comprehensive Annual Financial Report (CAFR). Directs and responds to open record requests and leads special projects as assigned by the Controller or Assistant Controllers. Coordinates and monitors department and/or division budget and makes recommendations to management. Analyzes and monitors financial statements for actual versus budgeted comparisons in order to advise and consult with other City departments. Prepares and reviews filings required by other governmental agencies to ensure compliance with Federal, State, and local regulations. Performs related duties and fulfills responsibilities as required.

The ideal candidate should possess knowledge of governmental accounting, Generally Accepted Accounting Principles and financial and accounting procedures; knowledge of automated financial systems preferably in SAP or ERP packages; knowledge of financial reporting, principles and practices of budget preparation and administration, and knowledge of banking procedures, practices, and methods. In addition, candidate must have the ability to interpret and analyze complex financial problems, documents and reports, ability to prepare official financial statements, analyses, and reports, ability to communicate clearly and effectively, both verbally and in writing and the ability to establish and maintain effective working relationships with City staff and the general public. Minimum two (2) years of experience in accounting or finance preferably in Municipal government accounting. Designation as a Certified Public Accountant (CPA), or Certified Government Finance Officer (CGFO) preferred. This position requires that the successful candidate possess a Bachelor's Degree from an accredited college or university with a degree in Accounting or Finance. Three years of experience in accounting or finance; and working knowledge of applicable federal, state and local laws and regulations; a valid Class "C" Texas Driver's License or ability to obtain a valid Class "C" Texas Driver's License within thirty (30) days after becoming a resident of the State of Texas. All job offers are pending satisfactory results from pre-employment drug testing and reference, background and credential verification.

Salary is dependant on experience and qualifications. Benefits include subsidized healthcare coverage, retirement plan, life insurance, paid leave, and voluntary benefits. This position is exempt from Civil Service and subject to at-will employment status.

Candidate information will be accepted until filled. Apply with cover letter, resume (detailing work and education history) with contact information to: City of San Antonio Finance Department, Attention: Renee Navarro, Human Resources Generalist, P.O. Box 839966, San Antonio, TX 78283. Candidate information may also be submitted in-person Monday through Friday (excluding holidays) from 7:30 AM to 5:15 PM, at the Finance Department located at 506 Dolorosa, City Hall Annex, downtown San Antonio; or e-mailed to financerecruitment@sanantonio.gov.

For additional information, contact Renee Navarro at (210) 207-6197.

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