



# DEPARTMENT OF HUMAN RESOURCES

City Hall | 340 North Washington Avenue | Scranton, PA 18503 | 570.348.4246

## JOB DESCRIPTION

**Title:** Senior Accountant  
**Department:** Business Administration  
**Supervisor:** Business Administrator  
**Date:** September 1, 2023

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### **General Description:**

This is a professional accounting position with first level supervisory duties in a discrete sub-divisional organizational component involving the budget and accounting programs/functional areas affecting City-wide financial operations.

Under general supervision, performs a variety of complex and difficult accounting and financial analysis work involving the development and maintenance of accounting systems affecting City-wide and/or multi departments; supervises and directs the work of accounting support staff and performs other job-related work as required.

### **Essential Job Functions:**

- May supervise lower-level accounting professional, technicians and office support staff.
- Duties and responsibilities are performed in accordance with law, ordinance, and City policy.
- Oversees and performs a variety of accounting duties related to the operation and maintenance of City-wide and multi department accounting records.
- Coordinates and oversees the development and administration of the City-wide budget.
- Assists in the planning, development and implementation of accounting and financial management programs.
- Provides assistance to City Departments and employees on accounting and financial systems management problems, the interpretation of accounting and financial management policies and procedures and in resolving accounting and financial systems problems.
- Provides professional and technical advice and recommendations on accounting pronouncements, standards, policies and procedures.
- Facilitates fiscal controls and compliance with generally accepted accounting principles by the City and its related entities.
- Prepares a variety of financial reports including periodic reports, year-end closing and reconciliation, and budgetary documents.
- Assists outside auditors and coordinates reviews of City accounting and financial systems.
- Oversees the Liquid Fuels Bank account and all its expenditures.
- Directs and participates in complex fiscal, financial, and accounting problem resolution in areas impacting the City's financial condition and operation.
- Prepares highly complex and technical reports; documents policies and procedures; performs research Interpret and apply accounting and financial management laws, rules, regulations, policies and guidelines.
- Reviews and posts daily deposits and credit card transactions to the finance system.
- Posts payroll to the finance system on a bi-weekly basis.
- Manages all city gas cards and their usage.



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### **Required Training, Experience, Knowledge, Skill, and Abilities:**

- Ability to accurately deal with difficult situations.
- Excellent Communication skills.
- Proficient computer skills in Word, Excel, power point.
- Minimum of four-year accounting/financial experience.
- Bachelor's degree

**The Senior Accountant must attain residence in the City of Scranton within six (6) months from the date of their appointment, proven by deed, rent receipt, lease, and/or utility bills. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.**