

ACCOUNTING SUPERVISOR

*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 direction, to plan, organize, and perform professional accounting work of substantial complexity; to assign, supervise, and review the work of professional and office support staff; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

The Accounting Supervisor is a supervisory class responsible for planning, assigning, and monitoring the work of staff in the Financial Services Division. This confidential position requires assisting with labor relations and contract estimates.

SUPERVISION RECEIVED AND EXERCISED

The Financial Services Manager provides general direction. The Accounting Supervisor exercises direct supervision over professional staff; exercises direction over clerical staff.

ESSENTIAL FUNCTIONS STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Plans, organizes, and supervises activities and staff for the accounting functions in the Financial Services Division. Establishes staff assignments and reallocates staff duties based on daily needs.

Trains, supervises, and evaluates assigned staff, and interviews prospective employees. Assists with and performs personnel actions related to the selection, training, promotion, performance evaluation, and disciplinary matters of division employees.

Provides direction and guidelines on division procedures. Recommends goals and objectives, and assists in the development of policies and procedures.

Prepares, assigns, and reviews financial statements, ledgers, and complex financial reports concerning operating, capital, and grant funds.

Coordinates the annual independent financial audit and special audits by other governmental agencies.

Assists with financial planning, and conducts and coordinates special studies and projects as assigned.

Identifies and assists in development and implementation of new data processing applications needed to facilitate division programs and functions.

Performs internal audits on accounting functions, and implements recommendations for system improvements within the division, based on external and internal audits.

Performs professional accounting work, manages bank reconciliation, and oversees accounts payable and accounts receivable. Capitalizes and reconciles fixed assets, determines asset life, sets up equipment ledgers, and reviews depreciation calculations.

Assists with labor relations and contract estimates.

Assists other City departments with their fiscal and accounting needs.

Essential Functions: (continued)

Responds to a variety of technical inquiries from other staff, departments, agencies, and the public.

Prepares written and oral reports as assigned. Interprets and summarizes financial data for non-finance managers.

Assists in budget preparation, budget review, and control functions to maintain the City's budget.

Marginal Functions:

May serve as Financial Services Manager when necessary. In the absence of the Financial Services Manager, represents the division and presents reports to the City Council.

Accesses archived or storage files to obtain necessary information.

Perform related duties and responsibilities as required

QUALIFICATIONS

Knowledge of:

Governmental fund accounting; municipal accounting principles, practices, and methods; and bookkeeping and record keeping procedures, methods, and practices.

Contract administration principles and procedures.

General principles and practices of data processing and its applicability to accounting and municipal operations.

Familiarity with computerized accounting systems and programs; ability to oversee, manage, maintain, and troubleshoot computerized system applications.

Financial auditing principles and techniques.

Principles of supervision, training, and performance management.

Principles and practices of assessment district and special fund reporting.

Ability to:

Analyze, interpret, and reconcile complex journals, ledgers, and reports.

Plan, direct, supervise, and coordinate work of accounting division staff. Review, evaluate, train, and motivate assigned staff.

Perform complex accounting, budgeting, and financial recordkeeping activities.

Identify, develop, and implement new and improved programs in budgeting, recordkeeping, and auditing procedures for municipal operations.

Analyze customer service problems and take appropriate action or make recommendations for modification of policies and/or procedures.

Write clear, concise, and accurate technical and non-technical reports and correspondence.

Prepare and present reports and information to the City Council, other departments, and the public.

Deal tactfully and effectively with staff, other agencies, and the public.

Communicate effectively in writing and orally; establish and maintain effective working relationships.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of progressively responsible accounting experience including governmental fund accounting experience and supervisory functions.

Training:

Bachelor's degree from an accredited college in Accounting, Finance, Business Administration, or closely related field.

Licenses/Certificates/Other Requirements:

Registration as Certified Public Accountant (CPA) is preferred

Possession of or ability to obtain a valid California driver's license

PHYSICAL DEMANDS

Sitting:	Frequently	Lifting:	
Standing:	Occasionally	up to 10 lbs:	Occasionally
Walking:	Occasionally	11 to 25 lbs:	Occasionally
Bending:	Occasionally	26 to 50 lbs:	Never
Crouching:	Occasionally	51 to 75 lbs:	Never
Stooping:	Occasionally	76 to 100 lbs:	Never
Kneeling:	Never	100 + lbs:	Never
Crawling:	Never	Carrying:	
Climbing:	Never	up to 10 lbs:	Occasionally
Balancing:	Never	11 to 25 lbs:	Occasionally
Running:	Never	26 to 50 lbs:	Never
Twisting:	Occasionally	51 to 75 lbs:	Never
Turning:	Occasionally	76 to 100 lbs:	Never
Jumping:	Never	100 + lbs:	Never
Pushing/Pulling:			
up to 10 lbs:	Occasionally		
11 to 25 lbs:	Occasionally		
26 to 50 lbs:	Never		
51 to 75 lbs:	Never		
76 to 100 lbs:	Never		
100 + lbs:	Never		
Grasping–light:	Frequently		
Grasping–firm:	Occasionally		
Finger dexterity:	Frequently		
Reaching forward:	Occasionally		
Reaching overhead:	Occasionally		
Pinch grasp:	Occasionally		

PHYSICAL DEMANDS (continued):

Coordination	Eye-hand:	Occasionally to Frequently
	Eye-hand-foot:	Occasionally
	Driving:	Occasionally
Talking	Face-to-face:	Frequently
	Verbal contact:	Frequently
	Public:	Frequently
Vision	Acuity far:	Not Required
	Acuity, near:	Required
	Depth perception:	Required
	Field of vision:	Not Required
	Accommodation:	Not Required
	Color vision:	Required
Hearing	Conversation:	Frequently
	Telephone:	Frequently
	Earplugs:	Never

MENTAL REQUIREMENTS

Abstract variables, Interpret instructions, Problems-standard, Detailed, uninvolved instructions, Reading-simple, Reading-complex, Writing-simple, Writing-complex, Math skills-simple, Math skills-complex, Form, Clerical, Synthesizing, Coordination, Analyzing, Compiling, Computing, Copying, Comparing, Negotiating, Instructing, Supervising, Speaking-signaling, Taking instructions-helping, Driving-operation, Comprehend/follow instructions, Perform simple-repetitive tasks, Maintain work pace, Relate to other people, Perform varied-complex tasks, Generalizations/evaluations, Responsibility for direction.

WORK ENVIRONMENT

Exposure to: indoors, using computer/computer monitor screen , works around others, works alone, works with others.