



ACCOUNTING SUPERVISOR

Class specifications are intended to present a description of the range of duties performed by the classification. Specifications are not intended to reflect all duties performed. Classifications will perform other related duties as assigned.

Definition:

Under direction, plan, supervise and participate in the daily operations and activities of a variety of accounting functions. Supervise employees engaged in the preparation, processing and maintenance of financial and statistical reports. Perform complex accounting work and coordinate assigned activities with other departments.

Essential Functions:

- Plan, prioritize, assign, supervise and review the work of professional and clerical accounting, accounts payable and payroll staff; ensure that work is performed in a timely manner and in conformance with established policies, procedures and regulations; analyze and implement workflow recommendations; and ensure effective internal controls.
- Assist in coordinating audits; respond to and resolve questions from auditors.
- Review and prepare as necessary all financial transactions in relation to City budget and financial reporting in compliance with Governmental Accounting Standards Board (GASB)/Generally Accepted Accounting Principles (GAAP).
- Responsible for the maintenance of the general ledger and subsidiary ledgers of all funds.
- Review adjusting and closing entries, year-end financial statements and all other financial reports as needed.
- Review and supervise payroll, accounts payable, fixed assets, trust deposit accounts and related functions.
- Prepare and analyze financial reports and statements; notify departments when there are discrepancies; monitor cash balances in all funds; recommend adjustments as appropriate.
- Act as lead on computerized accounting system revisions, upgrades and conversions.
- Participate in the development of accounting procedures.
- Establish, oversee and maintain record keeping functions and internal controls.
- Advise and consult with management on accounting and budgetary concerns; provide information and recommendations as appropriate.
- Participate in the preparation and administration of the program budget; submit budget recommendations; monitor expenditures.
- Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures. Participate in the development of accounting systems, control systems and reporting procedures.
- Participate in the selection of professional and clerical accounting staff; provide or coordinate staff training; work with employees to correct inefficiencies; implement discipline procedures.

Qualifications:

Knowledge of:

- Comprehension of GAAP and GASB Principles.
- Principles of Comprehensive Annual Financial Report (CAFR) compilation.
- Operations, services and activities of a municipal accounting program
- Principles of municipal budget preparation, administration and control.
- Modern and complex principles and practices of general and governmental accounting, auditing and financial reporting functions.
- Principles and practices of payroll administration and regulations.
- Accounting systems and business software and hardware programs.
- Pertinent Federal, State and local laws, codes and regulations.
- Principles of leadership, supervision, training and performance evaluation.

Ability to:

- Plan, organize, administer, coordinate, review, evaluate the work of others and personally participate in comprehensive public agency accounting functions.
- Interpret and explain City budgetary policies and procedures.
- Interpret and analyze financial and budgetary reports.
- Communicate clearly and concisely, both orally and in writing.
- Prepare and present clear oral and written reports.
- Exercise sound independent judgment within established guidelines.
- Operate a computer and use a variety of software programs related to accounting and general office.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including City officials and employees, property owners, tenants, land developers and the public.
- Maintain physical condition, audio-visual discrimination and perception and mental capacity appropriate to the working conditions and the performance of assigned duties and responsibilities.

Experience and Training: *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:

Four years of increasingly responsible professional accounting experience including CAFR and budget preparation/control and including one year of supervisory experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in accounting, finance, or a closely related field.

License or Certificate:

Possession of a California Class C Driver's License.

Working Conditions:

Work in an office environment including sustained posture in a seated position for prolonged periods of time; standing and moving around work area. Subject to frequent interruptions and contact in person and on the telephone. Position requires grasping objects, repetitive hand movement and fine coordination including use of a computer keyboard. Speaking and acute hearing is required when providing phone and in person service. Near vision is required for reading correspondence, statistical data and using a computer. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is required.