



June 2008

ACCOUNTING SUPERVISOR

DEFINITION

Under general direction, plans, directs, administers, supervises, and participates in the daily operations and activities of accounting functions in the Financial and Information Services Department, including performing complex and professional accounting, financial reporting, and payroll work; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Financial Operations Manager. Exercises direct and general supervision over assigned staff.

CLASS CHARACTERISTICS

This is a full supervisory-level class in the professional accounting functional area that exercises independent judgment on diverse and specialized accounting functions and has significant accountability and ongoing decision-making responsibilities associated with the work. The incumbent organizes and oversees day-to-day financial processing, reporting and record keeping activities and is responsible for providing professional-level support to the Financial Operations Manager in a variety of areas. Responsibilities include oversight of the payroll function, in addition to reconciliation and financial report preparation activities. This class is distinguished from the Financial Operations Manager in the latter's full management and supervisory authority in planning, organizing, and directing the full scope of accounting and finance operations within the department.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Recommends and assists in the implementation of goals and objectives; establishes schedules and methods for assigned accounting functions; implements policies and procedures.
- Evaluates operations and activities of assigned accounting functions; recommends improvements and modifications; prepares various reports on operations and activities including workload and workflow statistics.
- Plans, organizes, administers, reviews and evaluates the work of technical and office support staff; provides training and policy guidance and interpretation to staff; works with employees to correct deficiencies; implements disciplinary procedures.
- Resolves complex technical issues by recommending or approving modifications and alternate methods.
- Responds to inquiries from other accounting staff regarding assigned accounting functions; responds to inquiries from other departments.

- Manages and coordinates the annual audit process; works with auditors in the preparation of the consolidated annual financial report.
- Oversees the preparation of periodic and annual financial reports in accordance with generally accepted accounting principles and standards.
- Performs responsible accounting, financial and/or budgetary document processing, document review and program support work.
- Prepares or directs the preparation and reconciliation of journals, ledgers and other accounting records; prepares or directs the preparation of records and reports for submission to various regulatory and other governmental agencies.
- Prepares and maintains a variety of operational reports regarding expenditures for each departmental or City-wide program; prepares periodic and special reports regarding program expenditures and operating costs.
- Establishes and maintains internal control procedures and ensures that accounting standards are met.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, and other materials.
- Monitors changes in laws, regulations and technology that may affect departmental operations; implements policy and procedural changes after approval.
- Acts for the Financial Operations Manager in his/her absence.
- Performs duties of professional and technical subordinate staff as required.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of public agency accounting and finance, including general and governmental accounting, auditing and reporting functions.
- Applicable Federal, State, and local laws, codes and regulations.
- Record keeping principles and procedures.
- Modern office practices, methods and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Ability to:

- Supervise, select, train, motivate, and evaluate the work of staff.
- Plan, organize, administer, coordinate, review, evaluate and personally participate in a comprehensive public agency accounting program.
- Prepare and maintain clear and accurate financial reports, correspondence, policies, procedures and other written materials.
- Analyze complex accounting and fiscal issues and recommend resolutions.
- Verify the accuracy of financial data and information.

- Interpret, apply, and explain applicable Federal, State, and local policies, procedures, laws, and regulations.
- Effectively conduct meetings and make presentations to various groups.
- Present complex information orally and in writing in an easy-to-understand way for employees, community groups and decision-makers.
- Analyze situations and identify pertinent problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Comprehend and use English effectively including producing all forms of communication in a clear, concise, and understandable manner to intended audiences.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance, business administration, or a closely related field, and four (4) years of professional accounting experience, including one (1) year of supervisory experience, preferably in a governmental or public agency setting.

License:

- Possession of a valid driver's license with satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.