



Accounting Supervisor

Department/Division:	Administrative Services/Finance
Reports To:	Assistant City Manager/Administrative Services Manager
Provides Direction To:	Senior Accounting Technician, Accounting Technicians, Accounting Interns

GENERAL PURPOSE

Under administrative direction, manages technical and administrative accounting staff and Finance Division, including general ledger, payroll, accounts payable, accounts receivable, Federal and State grants, and business licenses; organizes, supervises, and maintains the City's information system including the main frame computer, LAN servers, personal computers, system printers and peripherals, financial software and data processing software; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The Accounting Supervisor provides direction and supervision for professional accounting and accounting support staff and performs diverse, specialized, and complex accounting work. The position requires greater judgment than the Accounting Technician and Senior Accounting Technician classes as well as supervisory authority. This class receives assignments from, and reports to, the Administrative Services Manager, which has a broader scope of functional responsibilities, external interfaces, and executive team interfaces.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

1. Plans, organizes, controls, integrates and evaluates the work of assigned staff; maintains, reconciles, and balances a complex set of financial records including general ledger, payroll, accounts payable, accounts receivable, grants, and business licensing.

2. Forecasts, analyzes, monitors, compiles, designs, and prepares a large portion of the City budget; recommends changes, additions, projects, and reviews staff expenditures to insure proper classification of expenditures per adopted budget.
3. Supervises, balances, and prepares monthly, quarterly, and annual financial statements and reports such as: Cash Condition, Proposition A, Proposition C, payroll taxes, State Controller's Report, Statement of Indebtedness, and Federal and State grants.
4. Prepares reports and information regarding City's financial matters to City Manager, Assistant City Manager, City Council, staff, outside agencies and general public.
5. Compiles, computes, analyzes, and records City's infrastructure to comply with new reporting requirements per (General Accounting Standards Board) GASB 34; modifies and records year-end entries to reflect full accrual of City's financial status in addition to current year-end procedures to comply with GASB 34.
6. Compiles information and composes new management analysis and discussion report detailing events of financial fiscal year and impact on City for annual financial statements.
7. Analyzes City's cash position to maximize investment of idle City funds; monitors payments and schedule for tax allocation bonds, certificates of participation, loans, and long-term debt liabilities of the City.
8. Develops, supervises, and evaluates departmental goals, objectives, policies, procedures, and employee performance.
9. Reconciles and balances employee's deferred compensation plans.
10. Supervises, calculates, directs staff, and prepares annual direct assessments for submittal to County to add to property tax rolls.

QUALIFICATIONS GUIDELINES

It is essential that candidate possess the following qualifications:

Knowledge of:

Principles of public administration and public finance; principles, practices and procedures of accounting and auditing; State and City laws and ordinances pertaining to the financial administration of municipal government; general management principles, practices, and procedures; principles of computer technology and systems analysis; municipal accounting, budgeting and

investment management practices; functions and operations of an IBM AS400 mainframe system, local area network (LAN), personal computers, and various software programs.

Ability to:

Compile and analyze complex financial reports; prioritize financial tasks to meet continuous deadlines; analyze situations accurately and provide solutions and appropriate courses of action; direct and motivate staff to meet departmental standards; establish and maintain effective working relationships with City officials, employees, and the general public; utilize word processing and spreadsheet software programs; operate personal computer, ten-key calculator, and standard office equipment.

Education/Training/Experience:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Experience: Five years of increasingly responsible professional accounting experience, including some supervisory experience, and two years experience in maintaining and operating an IBM AS400, local area network, and personal computers.

Education: Equivalent to the completion of a Bachelor's degree in accounting, public finance, public administration or closely related field.

Licenses; Certificates; Special Requirements:

None

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to operate, finger, handle or feel office equipment; and reach with hands and arms. The employee may occasionally walk and stand and lift and carry records and documents that weigh 20 pounds or less. Access to financial records occasionally requires

stooping, kneeling, bending, and climbing a ladder may be necessary to access older records.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple concurrent tasks under intensive deadlines; and interact with City Council members, City Manager, departmental managers, supervisors, contractors, vendors, staff and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee works under typical office conditions, and the noise level is usually quiet.