



Position Description

**ACCOUNTING SUPERVISOR**

**DEFINITION**

Under the general supervision of the Finance Director, performs a variety of technical and administrative accounting work and applies accounting principles and methods in maintaining the fiscal records and systems of the City. Duties include responsibility for all accounting functions including maintaining subsidiary and general ledgers, auditing and internal controls, analyzing financial position, preparing budgets, recording fixed assets, reconciling accounting records, reviewing journal payment vouchers, preparing tax returns, and other related accounting work. This position is designated as Fair Labor Standards Act (FLSA) Exempt.

**SUPERVISION RECEIVED**

The Accounting Supervisor works under general supervision of the Finance Director.

**SUPERVISION EXERCISED**

The Accounting Supervisor provides training and supervises accounting staff, clerical and technical personnel as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative only)**

Reviews and audits payroll, accounts payable, receivables, grants, utility billing, cash receipts and reconciles sub-ledgers to the general ledger.

Posts sub-ledgers to the general ledger and posts reconciling journal entries to balance and closes the general ledger each month. Creates and maintains records on fund balances by individual fund and computes fund balances.

Supervises accounting technical and clerical staff.

Performs a wide variety of general accounting functions including preparation, review, and approval of journal entries, month-end closing processes, year-end schedules and reports, quarterly and annual tax and other reports, debt

schedules, independent audit coordination, assists auditors from other agencies, budget monitoring, and chart of accounts control.

Makes recommendations, develops policies and procedures, and participates in development and implementation of accounting systems, internal control systems and other processes using the City's financial management software.

Prepares and assists with completion of the annual Streets Report, State Controller's Report, and the Comprehensive Annual Financial Report.

Prepares various financial reports and spreadsheets for restricted revenue accounts and enterprise and internal service fund operations.

Provides and maintains excellent customer service relating to departmental responsibilities assisting City officials, staff, vendors and the general public.

Performs financial studies and analytical and statistical reports.

Maintains subsidiary fixed asset and equipment reserve ledgers.

### **PERIPHERAL DUTIES**

Serve as a member of various employee committees.

May provide periodic backup to accounts payable, payroll, and other related positions and performs other duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Current governmental accounting theory, principles and practices; internal control procedures; management information systems and financial management software applications; payroll and accounts payable functions; budgetary accounting and reporting systems, Governmental Accounting, Auditing and Financial Reporting (GAAFR), Generally Accepted Accounting Procedures (GAAP), and Governmental Accounting Standards Board (GASB) announcements.

#### **Ability to:**

Analyze and prepare complex financial reports; maintain efficient and effective financial systems and procedures; accurately account for City funds; analyze budgets and perform analysis of budget impact on fund balances to communicate effectively orally and in writing; establish and maintain effective working relationships with employees, City officials, vendors and the public; operate listed tools and equipment; accurately record and maintain records; analyze fiscal, budgetary or administrative problems and propose solutions; read, interpret and understand complex rules, regulations and ordinances; work independently; analyze and review organizational and management

problems and recommend and implement effective courses of action; draft and edit reports and various documents; learn, interpret and apply City policies, procedures, rules and regulations; perform advanced level research and project management; elicit cooperation of others; properly interpret and make decisions in accordance with laws, rules, and policies and to assimilate and understand information consistent with essential job duties; think clearly and work well under normal and high pressure situations; make sound judgments in a manner consistent with essential job duties.

### **EDUCATION AND EXPERIENCE**

Graduation from an accredited college or university with a bachelor's degree in accounting, finance, business or public administration, and four (4) years of accounting or municipal finance experience. Public agency experience and a master's degree in finance, accounting, public or business administration or a CPA is highly desirable.

### **SPECIAL REQUIREMENT**

Possession of and ability to maintain a valid California drivers license.

### **TOOLS AND EQUIPMENT USED**

Typewriter, personal computer, including word processing, spreadsheet and database software including accounting and financial software, 10-key calculator, calculator, phone, copy machine, fax machine, and vehicle.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk and hear, use hands and fingers, handle or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand or walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **WORK ENVIRONMENT**

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

Incumbents generally work in an office environment with extensive public contact. Incumbents may be required to work in the field on occasion. The noise level in the

work environment is usually quiet, but can be moderately noisy. The noise level when in the field can be quite noisy.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

Duties listed above 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 the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date: October 9, 2012

Resolution Number: 2012-73

Revision History: Prior version effective April 11, 2006, Resolution Number 2006-26