

ACCOUNTING SUPERVISOR

Definition:

Under general direction organizes, coordinates and supervises the work of professional accounting staff, performs complex financial and accounting analyses and internal audits, assists in preparing the City budget, the Redevelopment Agency budget and various financial reports and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

- Reviews and adjusts general ledgers and subsidiary ledgers for the City and the Redevelopment Agency including cash receipts, fixed assets, cash disbursements, accounts receivable and payroll records.

- Maintains pooled investment and long-term debt records.

- Administers financial records for capital improvement projects.

- Prepares the City's Comprehensive Annual Financial Report and the Redevelopment Agency's Annual Report.

- Assists in preparing the City budget and Redevelopment Agency budget.

- Projects cash flow, forecasts revenue, anticipates debt service payments and estimates fund balances for various funds.

- Manages the selection, training, supervision and evaluation of assigned employees.

- Provides a wide variety of accounting information to various sources including outside agencies.

- Assists City departments/divisions in establishing proper accounting procedures.

- Assigns, directs or personally performs a wide variety of specialized audits.

- Analyzes and summarizes reasons for monthly and annual budget variances.

- Coordinates various audits on the City and the Redevelopment Agency conducted by auditors from Federal, State and private independent accountancy firms.

- Directs and presents findings of annual audit of City leases and concessionaires.

Performs cash management functions during the City Treasurer's absence and reviews investments made by the City Treasurer regarding adherence to City policies.

Coordinates, reviews and participates in the preparation of financial reports for submission to the City Council, Federal and State agencies, financial institutions and City departments.

Directs special cost studies and completes financial analyses.

Operates a personal computer and uses applicable software.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Drives a vehicle on City business.

Lifts and carries boxes of accounting records and files weighing 30 pounds or less.

Class Characteristics:

Accounting Supervisor is a single incumbent management position within the Administrative Services Department requiring specialized knowledge of financial analysis and forecasting methods, auditing practices and accounting systems. The incumbent provides direction to professional accountants.

Contacts and Relationships:

The Accounting Supervisor supervises staff as assigned. Contacts are established and maintained with a variety of City employees and outside agencies.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Accounting principles, practices, standards and controls.

Municipal government structure and programs.

Budget preparation and financial reporting practices.

Financial analysis and forecasting methods.

Effective supervisory techniques.

Federal, State and local regulations governing public disclosure requirements and financial reporting practices.

Computerized financial accounting systems and other computer applications as they relate to area assigned.

Business math.

AND

Ability to:

Explain, interpret and implement governmental accounting principles and internal accounting standards.

Develop and modify accounting systems and financial reporting practices.

Analyze complex accounting and financial problems and prepare clear and accurate financial reports.

Communicate effectively orally and in writing.

Establish and maintain effective relationships with those contacted in the course of work.

Maintain the confidentiality of sensitive accounting related data.

Use a personal computer and applicable software programs.

Use independent judgment and initiative.

Train, supervise and evaluate the work of assigned staff.

A typical way to obtain the knowledge and abilities is as follows:

Education:

A Bachelors Degree in Finance, Accounting or a closely related field from an accredited college or university.

AND

Experience:

Three years of professional experience at the Accountant II level or equivalent or higher in a public sector setting to include one year of lead or supervisory experience.

Special Requirements:

Valid and appropriate California Driver's License and acceptable driving record at time of appointment and throughout employment in this position (series).

Must be able to work a flexible schedule to accommodate City needs.

Operate adding and calculating equipment with speed and accuracy.

Other:

Certification as a Certified Public Accountant is preferable but not required.

Physical Tasks and Working Conditions Include the Following:

Work is performed in an office environment and requires sitting for prolonged periods of time using a computer keyboard and screen. The incumbent stands, walks, twists, reaches, bends, crouches and kneels and may grasp, push, pull, drag and lift boxes of accounting records and files weighing 30 pounds or less. The incumbent may drive a vehicle on City business and must be able to meet the physical requirements of the class and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt.

Revised August 2002
Revised November 1996
Revised June 1992