



Job Description

Title:	Supervisor of Accounting Services		Established:	May 2009
Salary Level:	428		FLSA Status:	Exempt
Supervisor:	Finance Director	Supervises:	Accounting Office Staff	
Job Family:	Accountant	Bargaining Unit:	Management/Conf.	

JOB SUMMARY:

Under general supervision, the Accounting Services Supervisor administers a major, citywide financial transaction cycle through supervision of personnel, customer service delivery, operation and control of automated computer applications, maintenance of internal control procedures, and application/interpretation, and enforcement of ordinances and other legal requirements. This is a full supervisory level class in the Finance Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Financial Duties and Related Reporting

- Perform reconciliation of accounts; identify and resolve adjustments and discrepancies in financial system
- Assemble materials for and assist public and private auditors in conducting audits
- Review cash flow papers and prepare transmittal of transfers and receipts of monies to the City's general cash account
- Prepare forecasts, projections, revenue, and cost analysis working papers
- Complete general ledger account reconciliations by analyzing transactions, compare expected results to actual results, identify errors and make necessary corrections, and present data in a user-friendly format
- Provide various financial reports on an ad-hoc basis by extracting, compiling, analyzing, and formatting financial data

Program and Policy Analysis

- Develop and participate in the development of accounting policies and procedures
- Analyze, review, revise, and rewrite revenue policy and procedures
- Develop and maintain revenue procedures
- Inform personnel of new policy and procedures
- Authorize the removal of penalties and the issuance of credits or refunds within policy guidelines
- Assist the public by explaining policies and procedures

Subordinate Staff Oversight

- Supervise and assign the work of line staff who provide the revenue services, utility billing, accounts payable and business licenses for citywide financial transactions
- Select, train, evaluate, and discipline subordinate employees
- Resolve employee issues
- Coordinate coverage during staffing shortage
- Ensure staff provides accurate and timely data and information
- Oversee accounting operations including work unit budget

Supervisor of Accounting Services - Continued

Accounts Payable Administration

- Monitor daily production to ensure all invoices are input for weekly payment runs
- Process all accounts payable check payments and payroll third-party check payments
- Prepare and submit annual Form 1099-MISC for accounts payable payments to vendors

Perform all other related duties and assignments.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to:

- Plan, assign, train, evaluate, and coordinate the work of subordinate employees
- Develop, implement, and revise operating policies, procedures, and forms
- Establish and maintain effective working relationships with co-workers and other City employees
- Deal effectively and tactfully with the public
- Communicate clearly, orally, and in writing
- Interpret and apply policies, codes, ordinances, and contracts
- Compile and maintain complex and extensive records and prepare reports
- Verify proper accounting of transactions
- Work on multiple projects that have conflicting deadlines
- Assist, train, and cooperate with accounting and non-accounting staff in preparation of accounting records and reports
- Provide effective supervision or lead direction to accounting staff
- Perform research on accounting issues
- Work independently

Knowledge of:

- Governmental accounting principles and practices
- Auditing principles and procedures
- General business, finance, accounting, and governmental funding
- Leadership practices, conflict resolution, and mentoring principles
- Managerial accounting and financial practices as it relates to public agencies
- Supervisory and management methods
- Common word processing, spreadsheet, and database software
- Accounting or operations software functionality

Education and/or Experience:

Any combination of experience, education, and training that would provide the best qualified candidates. A typical way to obtain the knowledge, skills, and abilities would be:

Supervisor of Accounting Services - Continued

Education: Associate's degree (A. A.) or equivalent from two-year college or technical school with course work in accounting, finance, business administration or a related field

Experience: Two (2) years of increasingly responsible experience in public utility billing; the processing of licenses, fees, and permits; collections, accounts payable, maintenance of financial records.

Language Skills:

Ability to read and interpret documents such as accounting or tax codes, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with the public and other employees.

Mathematical Skills:

Ability to calculate figures and amounts such as discounts, interest, percentages. Ability to understand and apply concepts of accounting, tax and financial administration.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

WORK ENVIRONMENT AND 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 this 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 regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this 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 regularly works in inside environmental conditions. The employee frequently works with a video display terminal for prolonged periods. The noise level in the work environment is usually moderate.

LICENSE

None