



## Accounting Supervisor

Department/Division:	Administration
Reports To:	Director of Administrative Services/Treasurer
Provides Direction To:	Assigned professional, technical, and clerical staff.
Date Prepared:	April 22, 2022

### GENERAL PURPOSE

Under general supervision, organizes, coordinates, supervises, and participates in technical, administrative, and professional accounting and budgeting functions, including general ledger, payroll, accounts payable, accounts receivable, Federal and State grants, budgeting, business licenses, and other regulated; 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 Director of Administrative Services/Treasurer, which has a broader scope of functional responsibilities, external interfaces, decision-making authority, and executive team interfaces.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential 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; develops, supervises, and evaluates departmental goals, objectives, policies, procedures, and employee performance.
2. Organizes, coordinates, prepares, reviews, and compiles a wide range of budgetary and accounting information to support the Director of Administrative Services/Treasurer in the development of the annual budget and accounting reports; recommends changes, additions, projects, and reviews staff expenditures to insure proper classification of expenditures per adopted budget.
3. Maintains, reconciles, and balances a complex set of financial records including operating

cash accounts, general ledger, accounts payable, accounts receivable, grants, and parking and business licensing payments.

4. Administers payroll operations, including timekeeping, time-off requests, paychecks, adjustments and special payrolls, and statutory benefit accounting to federal, state, investment, retirement, and fiduciary organizations.
5. Recommends changes, additions, projects, and reviews staff expenditures to insure proper classification of expenditures per adopted budget.
6. Supervises, balances, and prepares monthly, quarterly, and annual financial statements and reports such as: bank statements, Cash Condition, Investment Valuation, Proposition A, Proposition C, payroll taxes, State Controller's Report, Treasurer Ledger, Statement of Indebtedness, and Federal and State grants, and Schedule of Fees.
7. Prepares reports and information regarding City's financial matters to City Manager, Assistant City Manager, City Council, staff, outside agencies and general public, including vendors, benefits contractors, and CalPERS representatives; reconciles and balances employee's deferred compensation plans.
8. 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.
9. Compiles information and composes new management analysis and discussion report detailing events of financial fiscal year and impact on City for annual financial statements; assists the Director of Administrative Services/Treasurer in preparing the Comprehensive Annual Financial Report.
10. 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.
11. Supervises, calculates, directs staff, and prepares annual direct assessments for submittal to County to add to property tax rolls.
12. Assists in conducting grant audits, internal audits, and miscellaneous agency audits, as well as providing schedules and back-up detail for the City's annual independent audit.
13. Participates in ongoing education and training related to the financial accounting system, accounting regulations, and reporting practices.

## **QUALIFICATIONS GUIDELINES**

### **Knowledge of:**

Generally Accepted Accounting Principles (GAAP); Governmental Accounting Standards Board (GASB) regulations and standards; budgeting practices; automated financial

systems;; account analysis practices; methods used in the preparation of financial statements; accounts payable, accounts receivable, billing and collections; federal and state regulations related to payroll administration; financial forecasting methods; auditing methods and techniques; principles of employee leadership and supervision.

**Ability to:**

Compile and analyze complex financial reports; prioritize accounting and 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, financial accounting software, 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:

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

**Experience:** Five years of increasingly responsible professional accounting and budgeting experience, including employee leadership techniques.

**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 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.