

Accounting Supervisor

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general supervision, supervises the accounting activities in a medium-sized bureau or in a section of the centralized accounting function to ensure accuracy and consistency of accounting information and processes; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Accounting Supervisors perform difficult professional accounting duties and supervise the work of lower level accounting staff and other support personnel in the operation of a moderate scale, moderately complex accounting program and related activities of a medium-sized bureau or in the central accounting division. Incumbents are expected to provide supervision and technical direction on a wide range of accounting operations issues and to work independently on difficult accounting and financial reporting activities.

Accounting Supervisor is distinguished from Senior Accounting Supervisor in that incumbents in the latter class supervise and participate in a broad range of complex accounting and reporting matters, requiring the application of thorough knowledge of principles, practices and methods of public accounting.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, supervises and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve division mission, goals and performance measures; participates in developing and monitoring performance against the biennial division budget; supervises, participates in developing, recommends and implements plans, policies, systems and procedures applicable to unit responsibilities.
2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends merit increases and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City Charter, Code, human resources policies and labor contract provisions.

3. Provides leadership and works with staff to create a high-performance, service-oriented work environment that supports the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Plans, assigns, directs, and evaluates the work of general ledger, accounts payable, accounts receivable, fixed assets, inventory, project and cost accounting, cashiering, quality control, payroll, statistical and/or other accounting and service activities.
5. Produces financial statements and reports.
6. Advises and consults with management concerning the accounting and financial implications of existing and projected bureau activities.
7. Supervises or conducts cost, revenue and accounting system and procedure studies; writes reports of findings; secures approval for implementation of recommendations from bureau management and/or the City Accounting Manager when necessary.
8. Analyzes and interprets accounting provisions of laws and regulations and recommends steps for their implementation.
9. Designs, develops, implements and maintains new and/or improved automated financial and accounting-related systems; interacts with vendors and systems users.

OTHER DUTIES

1. Represents the division or bureau on committees and task forces.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles and practices of general, enterprise and governmental accounting, including financial statement preparation and methods of financial control and reporting.
2. Applicable accounting standards and procedures, including GASB, FASB, GFOA, GAAP and FERC.
3. Principles and practices of cost accounting.
4. Internal control and audit practices and procedures.
5. Laws and regulations applicable to the financial administration of public agencies.
6. City Code, ordinances and procedures applicable to accounting, purchasing and contracting.

7. The operations, requirements and codes of the City's financial accounting systems and the interrelationships of its modules and databases.
8. Principles and practices of effective supervision.
9. City human resources policies and labor contract provisions.

Ability to:

1. Plan, assign, coordinate and review the work of assigned professional, technical and clerical support staff.
2. Analyze and make sound recommendations on complex financial data and operations.
3. Understand, interpret, explain and apply City, state and federal laws regulating the City's financial accounting, reporting and record keeping.
4. Develop and implement sound financial and accounting procedures and controls.
5. Perform complicated mathematical calculations and analyses.
6. Prepare clear, concise and comprehensive accounting statements, reports and other written materials.
7. Develop and implement changes and interfaces to automated accounting systems.
8. Communicate effectively, orally and in writing to a variety of audiences.
9. Develop and maintain effective working relationships with managers, employees and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in accounting, business administration, finance or a closely related field; and at least three years of progressively responsible accounting experience; or an equivalent combination of training and experience. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

A valid state driver's license may be required for certain assignments.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed from position(s) within the following class (es):

0531 Accounting Supervisor II Adopted: 07-01-92

June 2009 - Change Job Class number from 7360 to 30000561, due to system change.