

## City of Portland

**CLASS SPECIFICATION  
ACCOUNTING SUPERVISOR****[CLASS CODE]****[ESTABLISHED DATE]****CLASSIFICATION SUMMARY**

Reports to a Manager or other management-level position. Under general direction, responsible for ensuring various accounting, financial, payroll, and auditing activities related to specific organizational unit functions are performed by various subordinate staff.

Responsibilities include: ensuring operations and tasks of accounting staff are completed or progressing; implementing, coordinating, and supervising unit programs and a variety of specialized daily accounting and financial functions and tasks; coordinating and directing the day-to-day recording of the City's financial transactions and maintenance of the general ledger; supporting preparation of the City's Comprehensive Annual Financial Reports (CAFR) and other financial statements; supporting organization and coordination of City's annual external audit; ensuring payroll, accounting and financial processes are accurate, properly recorded, and in compliance; updating and maintaining data in the City's enterprise business system and various other applications.

**DISTINGUISHING CHARACTERISTICS**

Accounting Supervisor is a supervisory classification.

Accounting Supervisor is distinguished from senior-level Accountant, Analyst, or Financial Analyst classifications in that the former has greater responsibility for ensuring accounting, payroll, or finance project and task completion, has accountability for decisions and performance of organizational unit, and directly supervises staff.

Accounting Supervisor is distinguished from the Supervisor series in that the former oversees accounting, financial, and auditing programs and activities, and requires specialized education, training, and/or experience.

**ESSENTIAL FUNCTIONS**

Depending on the assignment, the incumbent may perform a combination of some or all of the following duties, and perform related duties as assigned.

General Duties:

1. Recruit, hire, schedule, and supervise accounting staff, including part-time/seasonal employees, interns, and volunteers.
2. Develop accounting tasks and responsibilities; provide education and training; assign and monitor work plans; organize and lead staff meetings.
3. Assist with the oversight related to performance requirements and personal development targets for staff; provide instruction for performance improvement and development; evaluate performance and complete annual performance reviews; recommend discipline as necessary.
4. Provide ongoing direction and leadership; create a positive and supportive work environment.
5. Develop and monitor performance indicators for accounting staff and organizational unit programs and projects; determine whether performance is effective and identify opportunities for improvement; assist in the development and implementation of new tasks and responsibilities.

6. Communicate to management the accounting and financial status of current and potential programs, projects, and tasks, both internal and external to the Bureau/Office; make recommendations and adjustments.
7. Coordinate and direct the recording of the City's financial transactions and maintenance of the general ledger, including accounts payable, accounts receivable, payroll, and various accounting and financial functions and services.
8. Support preparation of the CAFR and financial statements and reports.
9. Coordinate and direct a variety of specialized daily accounting and financial functions and tasks, such as debt issuance and reporting, economic evaluations, asset classifications, transaction processing, approval and reconciliation, cash flow analysis, requisitions, bond management, contract and grant administration, and audit reporting.
10. Perform and supervise a wide variety of accounting and financial analyses; consult on ad hoc accounting and finance projects.
11. Support coordination of the City's annual external audit.
12. Ensure accounting and financial processes are accurate, properly recorded, and compliant with applicable labor contracts, policies, codes, and regulations.
13. Create and promote an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society.
14. Perform tasks and responsibilities of subordinate accounting staff; provide substitute support if other supervisory or management staff are out of office.

Specific Duties:

In addition to the General Duties, the incumbent may perform a combination of some or all of the following duties specific to the position.

1. Oversee the preparation of the CAFR, including managing operations and workflow as well as any related research projects.
2. Plan and direct various year-end programs, processes, and meetings.
3. Update and maintain the City's accounting system, enterprise system, and other applications.

**SUPERVISION RECEIVED AND EXERCISED**

The work of this classification is performed under general direction by a Manager or other management-level position.

Directly supervises a minimum of four (4) employees.

**KNOWLEDGE/SKILLS/ABILITIES REQUIRED**

1. Knowledge of principles and practices of general and governmental accounting, and preparation of financial statements, financial reporting, and contract administration.
2. Knowledge and understanding of applicable accounting standards, procedures, and best practices, including Generally Accepted Accounting Principles, Government Accounting Standards Board, and Financial Accounting Standards Board.
3. Knowledge of financial and internal controls and auditing principles and practices.
4. Knowledge of relevant statutes, codes, and policies that pertain to the accounting and financial administration of the organizational unit, including federal and state tax regulations, and the ability to interpret, apply, and enforce them.
5. Knowledge of principles and practices of leadership, current business communication, public administration, program and project evaluation, and fields related to the mission and purpose of the unit and Bureau/Office.
6. Knowledge of principles and standards of employee supervision, including training, scheduling, and performance evaluation.

7. Knowledge of fundamentals and methods of planning, organizing, directing and allocating work to professional and technical accounting and finance staff as well as other non-technical staff.
8. Knowledge and understanding of relational database accounting systems.
9. Ability to utilize City-specific technology and general office software.
10. Ability to establish and maintain effective working relationships with management, assigned staff, and others encountered in the course of work.
11. Ability to supervise a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.
12. Ability to communicate effectively, both verbally and in writing; present information, reports, and recommendations clearly and persuasively.
13. Ability to make independent, logical, and informed decisions within established policies and procedures that influence the daily operations of the unit and work of staff.

### **MINIMUM QUALIFICATIONS REQUIRED**

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

**Education/Training:** Bachelor's degree from an accredited college or university in accounting, finance, business administration, or a related field;

AND

**Experience:** Five (5) years of progressively responsible accounting experience in a public agency, including one (1) year of experience in a supervisory role.

### **Special Requirements and/or Qualifications:**

Experience with relational database accounting systems.

### **Preferred Qualifications:**

Certified Public Accountant (CPA) license from the Oregon State Board of Accountancy may be preferred for certain positions.

Advanced degree or other professional certification from an accredited college or university in accounting, finance, business administration, public administration, or a related field.

Experience supervising professional accountants.

Experience performing work similar to that of subordinate staff.

Minimum Salary: xxxxx per [pay period, month, annual]

Maximum Salary: yyyyy per [pay period, month, annual]

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY

Revision Dates: