

SUPERVISING ACCOUNTANT

Description

Under general direction and oversight of the City Controller, the Supervising Accountant performs complex professional governmental accounting functions in the maintenance of the City's computerized accounting system and performs internal audits, special studies and analyses. Employees in this job class direct, coordinate and monitor the work of other accounting staff. The Supervising Accountant regularly advises and consults with the City Treasurer, City Manager, and City Council Members on accounting matters.

Typical Duties (may include, but are not limited to:)

- ★ Plan and direct general accounting operations, including general ledger maintenance, Accounts Payable and Receivable, Payroll, and Purchase Orders
- ★ Perform in-depth account analyses and interfund reconciliations.
- ★ Analyze revenues and expenditures and establish revenue and expenditure projections for budget and other purposes
- ★ Assist with budget amendment resolutions and recording
- ★ Assist preparation of annual City budget; prepare department budget
- ★ Oversee City expenditures for budgetary compliance; report overexpenditures
- ★ Review and monitor grant processing and accounting
- ★ Assure that City financial records are complete, accurate, and in compliance with laws, ordinances, and regulations which affect municipal finance operations, and Generally Accepted Accounting Principles
- ★ Initiates and records interfund transfers and loans
- ★ Assists department heads and other City staff on technical accounting matters
- ★ Assists in preparation of City's annual financial reports and reports to management.
- ★ Other accounting duties as assigned.

Qualifications and Employment Standards

Knowledge of:

- _ laws, ordinances, and regulations affecting municipal finance operations
- _ governmental accounting and auditing theory, principles and practices and application to a wide variety of accounting transactions, situations, and problems
- _ computerized accounting principles and application

Ability to:

- _ prepare clear, comprehensive, concise written reports and communications as well as complex statistical analyses
- _ accurately and efficiently perform a wide variety of complex accounting tasks
- _ understand, interpret, and apply a variety of laws, regulations, procedures, and other authoritative restrictions related to fiscal operations

- _ provide clear and accurate accounting advice to others
- _ effectively supervise the work of junior accounting staff
- _ establish and maintain effective and harmonious working relationships with other staff, managers, elected and appointed officials and the Public

Required Education, Experience and licenses:

1. Baccalaureate degree in accounting or business administration with an accounting concentration
2. Three years professional accounting experience, including at least one year in governmental accounting.
3. A valid California drivers license is required.

Tools and Equipment Used

Personal computer, including spreadsheet and word processing software; central financial computer system; telephone; 10-key calculator; typewriter; copy machine, fax.

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 frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; 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 and the ability to adjust focus.

Work Environment

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.

The noise level in the work environment is usually quiet to moderate.

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above 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 the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the

employer as the needs of the employer and requirements of the job change.

