

CLASS TITLE: ACCOUNTING SUPERVISOR

PURPOSE OF THE CLASSIFICATION: Under direction performs advanced professional accounting work as the supervisor of accounting operations in a small organizational unit and other related assigned duties.

ESSENTIAL TASKS:

- Supervises the work of staff involved in payroll and budget preparation on the department/division level
- Analyzes weekly and monthly expenditures of City divisions and consolidates these into periodic budget status reports and financial statements
- Prepares complex reconciliation's of various accounts and notifies and ensures that corrections are recorded
- Creates systems and financial reports and other statistical reports reflecting accounting and cost information
- Performs reconciliation of various accounts and reports
- Develops, maintains, and trains staff on the departmental budget, policies relating to payroll, inventory and fixed asset purchases, and chart of accounts
- Maintains an inventory of department vehicles, equipment, and property
- Designs, manages, and modifies a system of cost allocation and cost tracking, utilizing the principles of activity based costing or other cost allocation models
- Researches and explains City and departmental financial policies to the general public and trains other individuals in accounting, activity analysis, and cost allocation methods
- Manages computer software programs related to cost allocation and coordinates with other individuals to develop and distribute cost analysis data
- Identifies activity budgets and manpower projections and recommends allocations in the annual budget process
- Logs financial entries and maintains files, records, ledgers and related documents
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in accounting, and two (2) years of responsible accounting or auditing experience, and experience in the use of personal computers, systems, with at least one (1) year of responsible supervisory experience; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the principles, practices and methods of accounting with particular reference to auditing and governmental accounting; considerable knowledge of modern office management procedures, practices, and equipment as applied to accounting operations; and considerable knowledge of data processing applications and use potential. Ability to analyze and interpret fiscal and accounting records; ability to effectively conduct complex audits of municipal properties and records; ability to recognize and resolve problems resulting from program errors and system malfunctions; ability to plan and supervise the work of clerical employees; ability to make mathematical calculations with speed and accuracy; ability to prepare financial reports and to keep complex financial records; ability to understand and follow brief verbal and written instructions; ability to write clearly and legibly; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding. Skill in the use of personal computers and related software.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard, 10-key, and telephone; occasional lifting and carrying up to 20 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, handling, climbing, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a Certified Public Accountant (CPA) certificate is preferred.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; and may require some overtime.

Class Code: 2579

EEO Code: E-02

Pay Code: EX-32

Group: Fiscal

Series: Financial Management

Effective date: July 1, 2000