

ACCOUNTING SUPERVISOR

FLSA: Exempt

GENERAL SUMMARY

This is a professional supervisory accounting position involved in supervising a small staff of high-level clerical employees, overseeing the accounts payable and payroll processes and assisting in monitoring the financial operation of the City. Reporting to the Finance Director, an employee in this position uses independent discretion and judgment within the guidelines set forth by statutory requirements and department policies and procedures.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Supervise a small staff of high-level clerical employees who perform payroll and accounts payable functions; assign work to, train, evaluate and participate in the hiring process
- Direct, review and participate in the preparation of invoices for payment; verify department funds; review checks for payments and communicate with vendors
- Direct, review and participate in the preparation of the City-wide payroll process, review payroll reports and checks, and answer questions regarding payroll
- Maintain general ledger on all funds; make journal entries recording expenses, revenues, transfers and corrections
- Reconcile bank statements for all City accounts
- Prepare financial and tax reports and monitor financial reports, interpret accounts and records and advise the finance director on budget and program performance
- Compile data for annual budget; assist other departments in budget preparation; assist in reviewing budget estimates
- Review current division policies and procedures, recommend changes and participate in developing new policies and procedures to improve divisional operations
- Work on special projects as assigned
- Serve as a resource for Department on computer, payroll and accounting questions and problems
- Prepare wage and salary budgets for all departments
- Audit all health, dental, optical, short and long term disability insurance invoices and prepare for payment.
- Invoice Retirees, former employees, and Housing Commission for their share of the benefit costs.
- Coordinate and compile data for the annual other post employment benefit (OPEB) actuarial valuation.

- Responsible for maintaining the Human Resources database.
- Perform other related duties as assigned by the Finance Director and the Human Resources Director.

KNOWLEDGE, SKILLS AND ABILITIES

A Bachelor's Degree in accounting or a related field from an accredited college or university and two years of experience in an accounting position or any equivalent combination of experience and training that would provide the following knowledge, skills and abilities:

- Knowledge of generally accepted accounting principles and governmental accounting principles and practices and the ability to apply these accurately
- Knowledge of governmental laws and regulations and the ability to interpret and apply laws to a variety of financial transactions
- Ability to utilize the computer system and related software packages and spreadsheets
- Ability to gather and analyze data and prepare timely and accurate financial reports
- Ability to communicate effectively both orally and in writing
- Ability to effectively supervise subordinate personnel
- Ability to establish and maintain effective working relationships with subordinates, coworkers, and the public

PHYSICAL DEMANDS

The physical demands characterized here epitomize those that must be met by an employee to properly perform the integral functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In order to properly perform the integral functions of this job, the employee is occasionally required to: stand or walk and stoop or kneel. Frequently, the employee is required to sit. It is crucial to the outcome of job tasks that the employee is able to: talk or hear; use hands to finger, handle, or feel; and reach with hands and arms extensively.

The employee in this classification will be required to frequently lift objects of up to 10 pounds in weight. Occasionally the employee will have to lift/move objects of up to 25 pounds in weight. Vision requirements for this position include close vision and the ability to adjust focus.

WORKING CONDITIONS

Works in a climate controlled office environment with a moderate noise level.

AUTHORIZATIONS

Marilou Uy, Finance Director

Date

Robert Brunner, Human Resources Director

Date

Edward B. Koryzno, Jr., City Manager

Date