



ACCOUNTING SUPERVISOR
Accounting Department

Range: 55 (Exempt)
Salary:

JOB DEFINITION: Under administrative direction, performs a variety of difficult and complex professional accounting duties in relation to the Agency's financial, accounting, billing, and related administrative functions; assist with annual audit; supervises the personnel and the operations of the Accounting Department; and related work as assigned by the Finance Director

REPORTS TO: Finance Director

DISTINGUISHED FROM LOWER RANGE POSITION(S):

This is the second highest level that can be achieved within the Accounting Department and is a supervisory position. The highest level within the Accounting Department is Controller; Finance Director is the highest financially related position within the Agency.

EXAMPLE OF DUTIES:

Duties assigned to this position include, but are not limited to: planning, organization and coordination of daily accounting functions; responsible for the supervision, training, scheduling, evaluation, and discipline of members of the Accounting Department; oversees the functions of Accounts Receivable, Payroll, Purchasing, billing, Accounts Payable, grant funding tracking and oversees the maintenance of related journals and subsidiary ledgers; sets up accounts for general ledger posting and reviews the accuracy of subsequent entries; reconciles revenue and expenditure general ledger data; oversees month-end closing of all Agency accounts; development, implementation and monitoring of internal control procedures as required; assists with the preparation and monitors the Agency's annual budgets; analyzes financial records and statements to determine current, and forecast future, budget requirements; oversees the daily banking activities, including receipt, disbursement, and transfers of funds; assists both the Financial Director and the Agency's independent auditors with the preparation of the annual audit; handles and resolves difficult customer billing issues both over the phone and at the counter; assists with the preparation of the Agency's annual Operating Statistic Report; participates in in-house supervisory meetings, as well as meetings outside the Agency in conjunction with financial record-keeping. Monitors proper application and enforcement of Agency policy by Accounting staff as it pertains to customer accounts and payments.

QUALIFICATIONS:

- Schooling:** Bachelor's degree from a four-year college with specialization in Accounting, economics or closely related field
- Experience:** Five years of increasingly responsible accounting or related experience, including at least five years of supervisory experience in a finance or accounting position
- License(s):** Possession of a valid driver's license issued by the California Department of Motor Vehicles for use in conjunction with the operation of Agency vehicles, with an acceptable driving record

Knowledge of: Budget, accounting, and fiscal procedures and methods; GASB requirements and implementation; financial analysis and investment procedures; modern office methods and equipment; fundamentals of computer and other data processing equipment, its applications and potential; basic concepts applicable to the procedures and processes governing the receipt, custody and expenditure of Agency funds; ability to develop and maintain approved financial and accounting systems and procedures; principles and practices of administration, organization, planning, staffing and supervision. Advanced knowledge of Excel required.

Ability: Instruct and train personnel in financial record keeping functions; understand and interpret a variety of accounting and financial problems; direct the collection and analysis of a variety of financial information; prepare clear, concise and grammatically correct reports including fiscal recommendations; deal tactfully, courteously and effectively with all members of Agency staff, consultants and the general public.

PHYSICAL REQUIREMENTS:

Climbing: yes no **Frequency:** Continual Often Infrequently Never

Examples: Going up and down ladders, stepping stools

Bending: yes no **Frequency:** Continual Often Infrequently Never

Examples: Filing, picking up boxes, normal office range of motion

Lifting: yes no **Frequency:** Continual Often Infrequently Never

Examples: Picking up boxes, picking up paper reams

Sedentary/sitting: yes no **Frequency:** Continual Often Infrequently Never

Examples: Sitting at desk, driving or riding in vehicles

Standing: yes no **Frequency:** Continual Often Infrequently Never

Examples: Standing on carpeted areas and on cement when in the Agency's vault area

Repetitive motion: yes no **Frequency:** Continual Often Infrequently Never

Examples: Operation of equipment such as computer keyboard, telephone, calculator, etc.

WORK ENVIRONMENT:

Generally, work is within the Agency Operations Center in an environment where the temperature is controlled. The majority of the Accounting Department members work within an open space or in the confines of a cubicle. The Accounting Department is located off the Agency's lobby area, and the front counter at which customers and visitors are greeted is enclosed with bullet-deflecting acrylic sheeting. Lighting is overhead, and there is a music/paging system which is on and operating throughout the work day. There are a number of pieces of office equipment which operate within the confines of the Accounting area, including, but not limited to: telephones, main switchboard, computers, computer printers, calculators.

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.