



## JOB DESCRIPTION

**TITLE:** Accounting Supervisor

**SALARY RANGE:** 55 (Exempt)

**DEPARTMENT:** Accounting

\$120,840 - \$146,988 Annually

**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

**SUPERVISOR:** 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.

### **EXAMPLES OF DUTIES:**

Duties assigned to the Accounting Supervisor include, but are not limited to:

1. Planning, organization and coordination of daily accounting functions
2. Responsible for the supervision, training, scheduling, evaluation, and discipline of members of the Accounting Department
3. Oversees the functions of Accounts Receivable, Payroll, Purchasing, billing, Accounts Payable, grant funding tracking
4. Oversight of Enterprise Resource Planning system including General Ledger, Human Resources and Payroll, and Billing modules
5. Oversees the maintenance of related journals and subsidiary ledgers
6. Establishes accounts for general ledger posting and reviews the accuracy of subsequent entries
7. Reconciles revenue and expenditure general ledger data
8. Oversees month-end closing of all Agency Funds
9. Development, implementation and monitoring of internal control procedures as required
10. Assists with the preparation and monitors the Agency's annual budgets
11. Analyzes financial records and statements to determine current, and forecast future budget requirements
12. Oversees daily banking activities, including receipt, disbursement, and transfers of funds
13. Assists both the Financial Director and the Agency's independent auditors with the preparation of the annual audit

**EXAMPLES OF DUTIES (Cont.):**

14. Handles and resolves difficult customer billing issues both over the phone and at the counter
15. Prepares the Agency's annual Operating Statistic Report
16. Participates in in-house supervisory meetings, as well as meetings outside the Agency in conjunction with financial record-keeping
17. Monitors proper application and enforcement of Agency policy by Accounting staff as it pertains to customer accounts and payments.

**MINIMUM QUALIFICATIONS:**

Schooling: Bachelor's degree from a four year college with specialization in Accounting, Economics, or closely related field

Certification(s): None required

Experience: Five years of increasingly responsible accounting or related experience, including at least three years of experience effectively managing and development of finance or accounting team members.

Knowledge of: Governmental budgeting principles, accounting, and fiscal procedures and methods; GASB requirements and implementation; financial analysis; modern office methods and equipment; fundamentals of computer and other data processing platforms, their 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.

Abilities: 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.

License(s): Possession of a valid driver's license issued by the California Department of Motor Vehicles for use in the possible operation of Agency vehicles, with an acceptable driving record.

**PHYSICAL REQUIREMENTS:**

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

Examples: Going up and down ladders, stepping stools, stairs

**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, typewriter, 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 of the Agency’s secured lobby area, and the front counter at which customers and visitors are greeted is enclosed with bullet-deflecting acrylic sheeting. The 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 that operate within the confines of the Accounting area, including, but not limited to: telephones, main switchboard, computers, computer printers, calculators.

I have reviewed this Job Description with my Supervisor and received a copy:

\_\_\_\_\_

Employee Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Supervisor Signature

\_\_\_\_\_

Date

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.