



ACCOUNTING SUPERVISOR

DEPARTMENT: PUBLIC SERVICES

Grade 36

The Accounting Supervisor is an “exempt” position that performs professional accounting tasks under the direction of the Controller. The incumbent is responsible for supervising personnel in the Public Services department as well as performing a variety of professional accounting tasks; coordinates existing and new financial data produced by the financial system; trains and supervises professional and clerical employees; assumes the role of expert in their area of responsibility and acts as a source of knowledge for other staff members. The requirement of a conceptual grasp of complex accounting systems or sub-systems, as well as knowledge of auditing processes and procedures distinguishes this class from the Accountant I and II levels.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Trains and supervises professional and clerical employees.
2. Performs internal reviews to ensure compliance with established policies and procedures.
3. Performs external audits to ensure that various fees and taxes are remitted to the City.
4. Provides various analytical reports.
5. Reviews and maintains general and subsidiary ledgers.
6. Writes complex financial reports, correspondence, and memos.
7. Formulates and administers policies and procedures under the direction of the Controller.
8. Consults with and advises other City departments on recording transactions.
9. Participates in recording and reviewing of financial records such as reports, vouchers, requisitions, journal entries and other financial data for accuracy, completeness, and conformance with guidelines.
10. Monitors and evaluates accounting efficiency, systems of internal control, and procedures; reviews or prepares reconciliations of accounts, subsidiary records, and subsystems.
11. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
12. Assists the Controller as directed and can perform additional duties as needed.

REQUIREMENTS

A. Training and Experience

Bachelor's Degree or equivalent from an accredited college or university in accounting. Five years of responsible experience as a professional accountant. The following credentials are desirable:

- Governmental accounting experience
- Certified Public Accountant (CPA)
- MBA or master's degree in accounting

B. Skills, Knowledge, and Abilities

Ability to supervise and to effectively use time management techniques that will ensure that assignments are completed accurately and on time.

Ability to apply professional accounting principles, financial reporting standards, knowledge and skills to the maintenance and preparation of complex sets of fiscal and accounting records, reports, and financial statements.

Ability to perform detailed work involving written and numerical data; to perform arithmetic calculations rapidly and accurately and to communicate clearly, orally, and in writing.

Ability to plan and perform audits and review internal controls.

Ability to establish and maintain effective working relationships with other employees, management, subordinate personnel, and the public.

Extensive knowledge of spreadsheets, word processors, and databases.

C. Physical Requirements: 2

D. Environmental Requirements: 1

E. Sensory Requirements: 3, 8, 9