



## Accounting Supervisor

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification, and actual duties may only reflect a portion of the functions outlined below. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION:**

Under direction manages the day to day operations of the Fiscal section. Evaluates performance and provides supervision of fiscal and/or clerical staff, develops desk procedures, establishes work standards for section, and serves as facilities coordinator. Performs other duties as assigned.

### **CLASS CHARACTERISTICS:**

This is the advanced professional accounting class requiring the performance of the full range of complex professional accounting duties that require application analysis and interpretation of accounting principles and accepted practices. This class is distinguished from the Administrative Manager in that the latter has overall responsibility for planning, organizing, reviewing, and directing the activities and goals of the Administrative division.

### **ESSENTIAL FUNCTIONS:** *(may include, but are not limited to the following)*

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

- Plans and organizes fiscal staff assignments
- Supervises, evaluates, and provides feedback to staff with regard to their performance
- Coordinates and prepares internal annual budget including calculation of labor costs and overhead rates
- Reviews accounting transactions to ensure compliance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) pronouncements as well as other contractual requirements
- Coordinates annual external and internal audits
- Posts journal entries and closes accounting periods for the District accounting program
- Prepares and reviews monthly revenue and expenditure financial status reports
- Reviews fiscal policies and procedures and propose revisions as necessary
- Prepares and reports on section goals and objectives
- Coordinates, answers and investigates facility issues and requests; coordinates facilities work with general services and outside contractors for completion

- Performs a variety of financial analysis, report generation, and performs internal audits as requested
- Reviews and recommends new and updated accounting software/systems and assists in their implementation

**WORKING CONDITIONS:**

Work is performed in an office environment. Occasional out of town travel may be required. Position requires prolonged sitting, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data on the computer, and acute hearing is required when providing telephone service and communicating in person. The need to lift, drag and push files, computer reports or other materials weighing up to 30 pounds also is required.

**QUALIFICATION GUIDELINES:** *(The following are minimal qualifications necessary for entry into the classification)*

**Education and/or Experience**

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include:

Graduation with a bachelor's degree from an accredited college or university preferably with a major in accounting, finance, business or public administration or a closely related field and four years of progressively responsible professional accounting or municipal finance experience.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

**Knowledge of:**

Budgeting, cash management techniques; principles and practices of operational auditing and cost accounting; GAAP, GAAS, and GASB pronouncements; local, state and federal laws and regulations pertaining to financial reporting, accounting, and payroll; personnel and payroll practices related to Fair Labor Standards Act, benefits, and workers compensation; accounting and payroll software; Microsoft Access, Excel, Word and Outlook.

**Ability to:**

Communicate effectively orally and in writing; plan, direct, organize, carry out, and/or evaluate comprehensive accounting studies and analyses, and special projects; prepare clear, complete, and technically accurate reports; plan, assign, coordinate, organize and prioritize work; train and supervise staff; establish and evaluate performance standards; prepare and monitor budgets; gather and analyze data; prepare and present data in logical format; establish and maintain effective working relationships; identify, research, analyze, and solve accounting problems; interpret, explain, and enforce regulations and policies; develop recommendations based on findings, and reach sound and defensible conclusions; analyze situations and take effective action; work with outside vendors to coordinate facilities repairs and maintenance; respond constructively to conflict and develop effective resolutions.

**Skill to:**

Effectively handle and resolve interpersonal conflicts; operate standard office equipment such as an office computer, ten key, copier, shredder, telephone, voicemail, and fax and a variety of word processing, data management, and other software applications.

**SPECIAL REQUIREMENTS:**

Possession of or ability to obtain and maintain a Class C California driver's license and a satisfactory driving record.

FLSA: Exempt  
Form 700 Required  
Confidential/Unrepresented, Unit 32

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