

ACCOUNTING SUPERVISOR

DEFINITION

To plan, organize, direct and supervise professional accounting and/or financial analyses activities within the Finance Department; to participate in the performance of the more complex specialized accounting and/or financial duties; and to perform a variety of technical tasks related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Accounting Manager.

Exercises direct supervision over assigned professional, technical and administrative support personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of unit goals and objectives; establish schedules and methods for a variety of professional accounting and financial duties; and assist in developing and implementing financial policies and procedures.

Plan, prioritize, assign, supervise, and review the work of staff involved in the performance of professional and technical accounting and financial and reporting duties.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Assist in the preparation of the Comprehensive Annual Financial Report (CAFR) by gathering information, modifying and running reports, and preparing detailed reconciliations.

Participate in the external annual audit by providing detailed information to and responding to questions from auditors, including analytical review, Management Discussion and Analysis, and Internal Control review.

Supervise the preparation, analysis, and review of revenues, reimbursements, expenditures, fund balances and balance sheet accounts; post journal entries.

Develop cost accounting tools to provide fiscal accountability and grant compliance for grant-funded programs; review and approve financial transactions and analysis.

Oversee and participate in the monitoring and review of investment activities for City, bond, and other fiduciary agency portfolios; supervise the preparation and presentation of the annual investment policies.

Accounting Supervisor

- 2 -

Oversee and review the assessments, accounting, and monitoring of the community facility districts (CFDs) and landscape and lighting districts (LLDs), including the annual tax levies and budgets, bond disclosures, presentations for the annual public hearings, formations of new CFDs and development agreement processes.

Participate in bond financings, review official statements; provide financial information, review bond disclosure requirements and annual reports.

Assist in processing and monitoring transfers and interfund loans between City funds.

Supervise and participate in grant compliance including monitoring, reporting and maintaining grant budgets, activities and expenditures.

Serve as liaison to City departments regarding complex financial, accounting and grant related issues.

Perform complex special analyses and reporting as required by the City Manager, City Council, management staff, and outside agencies; manage special projects and studies.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staffing, equipment, material and supplies; monitor and control expenditures.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement disciplinary procedures.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Maintain knowledge of current development and innovations in governmental accounting and financial management, including governmental accounting updates; budget management; revenue collection; treasury management; CFD and Mello-Roos administration; and financial accounting systems.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of financial administration, including budgeting, financial reporting, and accounting.

Principles and practices of governmental accounting, auditing, and reporting, including knowledge of GAAP, GASB updates, and grant guidelines.

Principles and practices of revenue and treasury management, and rules of allowable governmental investing.

Principles of supervision, training, and performance evaluations.

Principles of budget monitoring.

Principles and practices of safety management.

Pertinent local, State and Federal laws, ordinances and rules.

Ability to:

Organize, implement and direct professional accounting and financial analysis activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze workpapers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Interpret and explain pertinent City and department policies and procedures.

Analyze and interpret financial statements according to GAAP.

Develop and present technical and analytical reports and presentations.

Use automated office and computerized financial information systems.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Accounting Supervisor

- 2 -

Supervise, train and evaluate assigned staff.

Experience and Training

Experience:

Three years of increasingly responsible professional accounting and/or financial analysis experience including one year of lead responsibility.

AND

Training:

A Bachelor's degree from an accredited college or university with major course work in accounting, finance or a related field.

License or Certificate

Possession of a valid California driver's license by date of appointment.

Possession of a current Certified Public Accountant (CPA) license.

06-28-15 Accounting Supervisor