

## **ACCOUNTING SUPERVISOR**

### **DEFINITION**

Under direction, plans, schedules, assigns, reviews, and supervises the work of staff performing professional and technical accounting duties within Finance and Accounting including accounts payable, accounts receivable, and payroll; performs difficult and highly detailed accounting analyses; works with staff and departments to resolve accounting and reporting issues; provides complex staff assistance to management staff; and performs related work as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from assigned management personnel. Exercises direct supervision over professional and technical staff.

### **CLASS CHARACTERISTICS**

This is a full supervisory-level class in the Accounting class series that exercises independent judgment on diverse and specialized accounting program activities with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of staff and for providing technical support to management in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.*

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development of goals, objectives, policies, and procedures; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Monitors activities of the assigned work unit(s); identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes and reviews with appropriate management staff; implements improvements.
- Coordinates assigned services and programs with those of other departments and outside agencies.
- Participates in annual budget preparation; identifies resource needs and prepares detailed cost estimates with appropriate justifications; monitors expenditures.
- Supervises, participates in, and reviews the work of staff preparing and processing standard monthly and special journal entries; reviews entries for accuracy of account numbers and amounts and for reasonableness; answers staff and department questions about appropriate accounts for charging of expenses; analyzes, verifies and reconciles accounts and records.
- Supervises and prepares standard monthly and annual financial statements and schedules.

- Audits biweekly payroll including reported overtime, taxes and other deductions, and manual adjustments; reviews payroll distribution reports and interface files to ensure accurate general ledger posting.
- Coordinates the audits for the District, Water Employee Services Authority (WESA), and Bedford Coldwater Groundwater Sustainability Authority (BCGSA), ensuring all documents and requests for information are provided to the auditors; meets with auditors and answers questions.
- Participates in testing and implementing process improvements and upgrades to the financial system in collaboration with other District departments.
- Provides staff assistance to assigned management; researches, analyzes, summarizes, and interprets data from various sources; prepares various reports, correspondence, and other documents.
- Attends meetings, conferences, workshops, and training sessions and reviews publications to remain current on principles, practices, technologies, regulations, and new developments and changes in the field of special district finance and accounting programs; implements policy and procedural changes after approval.
- Answers questions and provides information to the public and other agencies; investigates and responds to complaints and inquiries; recommends corrective actions to resolve issues.
- Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols; attends safety meetings, as required; reports all accidents, violations, or infractions to the manager.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of budget administration.
- Modern and complex principles and practices of special district accounting and finance, including general and governmental accounting, auditing, budgeting, and financial reporting functions, Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) Pronouncements, and Internal Revenue Services (IRS) reporting requirements.
- Methods and techniques of establishing and adhering chart of account standards and internal control procedures and guidelines.
- Methods and techniques of preparing comprehensive financial and administrative reports and general business correspondence.
- Federal grant compliance and reporting requirements such as Federal Emergency Management Agency (FEMA) requirements.
- Record keeping and filing system methods, principles, and practices.
- Applicable federal, state, and local laws, codes, and ordinances and District policies and procedures relevant to area(s) of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Supervise and perform professional and technical accounting duties.
- Verify the accuracy of financial data and information.
- Analyze, post, balance, and reconcile financial data and accounts.
- Prepare clear and concise financial and administrative reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Analyze, interpret, summarize, and present financial and accounting information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Supervise the establishment and maintenance of a variety of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

**Education:**

Equivalent to a bachelor's degree from an accredited college or university with major coursework in finance, accounting, business administration, public administration, or a related field.

**Experience:**

- Six (6) years of increasingly responsible experience in accounting, auditing, or finance, including two (2) years of lead or supervisory experience.

**Licenses and Certifications:**

- Possession of a valid California Class C driver's license, to be maintained throughout employment.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**ENVIRONMENT**

Standard office setting; frequent interaction with District staff and the general public.

**PHYSICAL**

- Level One

Incumbents require sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; push, pull, lift and/or carry light to moderate amounts of weight; bend, stoop, kneel, and crawl; ability to verbally communicate to exchange information.

**VISION**

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**HEARING**

Hear in the normal audio range with or without correction.