

## SUPERVISING ACCOUNTANT

### GENERAL DUTIES AND RESPONSIBILITIES

Under the general supervision of the Finance Director, performs advanced professional accounting work requiring a high degree of independent professional judgment in problem solving and decision making. Participates in the planning, development and implementation of fiscal management systems. Manages and supervises all programs and assigned subordinate employees involved as established by the Finance Director. Assesses program needs, costs and effectiveness and assists in establishing system goals, policies and procedures for presentation and consideration by the Finance Director. Assigns and reviews the work of subordinate employees; evaluates their performance and recommends appropriate personnel actions including commendations and discipline; responsibility and authority to resolve employee conflicts and grievances during the initial stages where possible. Makes effective recommendations and advises the Finance Director in hiring, promoting, retaining and dismissing employees in assigned areas.

### EXAMPLES OF DUTIES AND RESPONSIBILITIES

1. Manage and supervise daily work activities of the department.
2. Reconcile general ledger accounts with subsidiary ledger balances on a monthly basis.
3. Supervise preparation of monthly general ledger, subsidiary ledgers and financial reports. Review the general ledger to determine that it is in balance; determine the cause and supervise corrections when it is not in balance.
4. Manage daily cash flow and process bank and investment account reconciliations.
5. Record property tax receivables.
6. Review invoices and A/P and P/R transactions.
7. Review all journal entries before input to computer and check for accuracy.
8. Review all expenditure reports before distribution to the various departments, etc.
9. Maintain department calendar/schedule to assure that entries, billings, closing and reports are completed on a timely basis.
10. Process quarterly reports to Federal and State agencies.
11. Assist Finance Director in annual budget preparation process.
12. Process year-end schedules and workpapers as requested by the City's external auditors.

EXAMPLES OF DUTIES AND RESPONSIBILITIES (continued)

13. Supervise and manage utility billings, assessment billings, senior citizen tax deferrals and monthly water shutoff list.
14. Manage and supervise daily work activities of Municipal Court Clerk.
15. Other duties as may be assigned.

QUALIFICATION REQUIREMENTSGENERAL KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of generally-accepted accounting principles and practices; governmental fund accounting; computer equipment, processes and applications; procedures and practices affecting the development and maintenance of fiscal controls; principles and practices of work planning, coordination, scheduling and general office management.

Knowledge and use of effective supervisory skills and team management concepts. Ability to communicate clearly and effectively, both orally and in writing. Ability to establish and maintain effective working relationships with subordinates, other employees, managers, customers and the general public. Ability to participate effectively in top department level management planning, organizing, reporting and other general staff functions. Skill to plan, assign, supervise and review the work of subordinates.

EXPERIENCE AND TRAINING

A minimum of four (4) years of progressively responsible supervisory experience; a minimum of four (4) years progressively responsible experience in accounting, bookkeeping or statistical recordkeeping activities; two of which must include experience in public or governmental accounting and experience with automated financial systems. Formal training or education may be substituted for one year of the required experience or any combination of experience, training and education that provides the required knowledge, skill and ability.

Graduation from high school or possession of the equivalent G.E.D. certificate, preferably supplemented by additional college level course work in accounting.