

ACCOUNTING SUPERVISOR

JOB SUMMARY

Under general supervision of the Financial Services Manager, plans, organizes, supervises, and reviews the general accounting, customer service, payroll, accounts payable, accounts receivable, and performs related work as required.

EXAMPLES OF DUTIES

(Duties include but are not limited to the following):

- Directly supervises professional, technical and clerical personnel. Plans, assigns, schedules, and reviews work of subordinates.
- Supervises the monthly preparation of the District's financial statements in accordance with the advanced knowledge of Generally Accepted Accounting Standards, Federal Account Standards Board (FASBs) and Government Account Standards Board (GASBs).
- Supervises customer service functions, provides coverage as needed and makes independent decisions regarding the waving of penalties, late charges and the extension of payment arrangements. Oversees and supervises collection efforts to ensure all accounts are paid on a timely basis and in compliance with the fair debt standards act.
- Assists in the preparation of District policies and procedures in accounts payable, payroll, cash receipts, fixed assets, water utility billings and the District's financial statements.
- Exercises independent judgment from specialized intellectual knowledge to ensure the integrity of the balance sheet and income statement.
- Develops and administers accounting and budget control systems as necessary to comply with accounting procedures, laws, ordinances, resolutions and other regulations.
- Prepares records for audits and assists auditors.
- Sets up, reviews, authorizes and maintains journal entries, journals, ledgers and supporting financial records and maintains the general ledger.
- Observes and documents performance and prepares annual and special evaluations of performance.
- Prepares supporting documentation and recommends employee recognition and discipline.
- Counsels employees on matters related to performance and employment status.
- Supervises and participates in the preparation of various financial statements and reports, including reports to other government and grant funding agencies.
- Responds to requests for information and advises District departments, governmental agencies and the public of District accounting policies.
- Directs the preparation and processing of accounts payable, accounts receivable, payroll and customer billing.

- Performs special projects for the Financial Services Manager.
- Prepares records for the county tax roll.
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of general and government accounting, auditing and budgeting and public policy analysis.
- Generally Accepted Accounting Principles (G.A.A.P.).
- Government fund accounting.
- Principles of supervision and effective employee management, motivation and discipline.
- Computerized and manual data processing systems and practices.
- District policies and procedures.
- Laws regulating public finance and fiscal operations.
- Organization and work scheduling.
- Managerial and tax accounting.
- English usage, spelling, grammar and punctuation.

Ability to:

- Prepare, analyze and interpret various financial transactions, records, reports and statements.
- Apply federal, state and local laws and regulations pertaining to accounting and auditing work.
- Examine and verify financial documents and reports.
- Plan, assign and supervise the work of subordinates.
- Communicate clearly and concisely, both orally and in writing.
- Operate a personal computer using word processing, spreadsheet, database and other business software.
- Operate a keyboard and 10-key with efficiency and accuracy.
- Supervise, train and evaluate professional, technical and clerical personnel.
- Establish and maintain effective working relationships.

Experience and Education:

Any combination of training, experience and education that could likely provide the required knowledge and abilities stated above, and the ability to perform the duties of the position would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Four years of increasingly responsible experience in government, public or private accounting work, including a minimum of one year supervisory experience required.

Education: Bachelor's degree in accounting or business administration with an emphasis in accounting is required. Professional certification and/or advanced degrees are desirable.

Licenses and Certificates:

1) Possession of a valid California driver's license, Class C, with ability to maintain insurability under the District's insurance carrier. 2) Possession of a current Certified Public Accountant (CPA) or Certified Management Accounting (CMA) certification is desirable.

Physical Demands:

Hear normal conversation in person and/or on the telephone, with or without electronic aids; see to read fine print; sit or stand for prolonged periods of time; use hands and fingers repetitively to manipulate

small objects and print or write legibly; frequently lift up to 25 pounds; reach with hands and arms; speak in a normal voice to be able to be heard and understood on the telephone and awareness of electrical hazards.

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