

JOB DESCRIPTION

JOB TITLE: Accounting Supervisor

JOB NO: PM002222

JOB FAMILY: Professional

FLSA: Exempt

SAFETY SENSITIVE: No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

To supervise, assign, review and participate in the work of staff responsible for accounting functions; and to perform a variety of technical tasks relative to the Accounting Division.

SUPERVISION

General supervision is provided by the Manager of Accounting Services. Responsible for supervision of the Accounting System Coordinator, Accounts Payable Technicians, Payroll Technician and an Administrative Clerk.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. All behaviors comply with the Code of Conduct & Rules of Behavior outlined in Chapter 8 of the General Government Policies and Procedures Manual.
2. Plan, prioritize, assign, supervise and review the work of assigned division staff; participate in the selection of division staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures. Provide timely, accurate and thorough Performance Reviews for supervised employees.
3. Prepare, review and verify a variety of documents and forms for the Accounting Division including monthly, quarterly and annual reports; prepare or review selected accounting entries for financial activities; prepare correcting or adjusting entries as necessary.
4. Participate in the preparation of difficult and complex financial and administrative reports; analyze financial reports and records to determine trends or irregularities.
5. Develop grant accounting systems and procedures to comply with federal, state or other grantor agency requirements; review grant applications; verify the City's ability to comply with grant record keeping requirements; prepare or assist departments in the preparation of financial reports and supporting documentation for grant expenditures as specified in grant agreements.
6. Maintain and review the reconciliation of the City's demand deposit accounts and bank statements with City records, transmit positive pay files to bank.
7. Attend and participate in seminars, stay abreast of new trends and developments in the field of governmental accounting; grant administration, accounting, and reporting; and office automation and technology.
8. Assist in development and implementation of policies and procedures.
9. Monitor and evaluate the payroll and accounts payable programs of the City to determine their efficiency and effectiveness.

10. Review and verify fund activities to insure compliance with state and local laws, codes and regulations.
11. Assist in coordination of annual independent audit including development of the Single Audit Report, audit confirmations and client prepared schedules.
12. Providing backup in absence of Cash and Debt Coordinator in administering the City investment program including authorization of purchase and/or sale, maturities and instruments.

OTHER DUTIES AND RESPONSIBILITIES

1. Provide administrative support to assist division supervisor and other support staff in the completion of their duties and responsibilities; provide training and direction to other support staff as needed.
2. Participate in overseeing, prioritizing, assigning and reviewing the work of staff involved in the accounting function; provide training and direction as needed.
3. Assist in the preparation of the Accounting Division annual budget, and the City Comprehensive Annual Financial Report.
4. Prepare and maintain personal computer applications for special accounting projects utilizing City software.
5. Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION

Bachelor's degree from an accredited college or university with major coursework in accounting, finance or other related field.

EXPERIENCE

Two years of increasingly responsible experience in financial and accounting administration including one year of supervisory or lead responsibility.

LICENSES AND CERTIFICATES

Possession of a valid Class C Texas driver's license.

COMPETENCIES

A supervisor's performance will be evaluated based on five employee competencies and five supervisor competencies.

The five employee competencies are...

1) Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

The five supervisor competencies are...

1) Leadership & Results Orientation; 2) Coaching, Mentoring and Developing Employees; 3) Communications and Maintaining an Open Mind; 4) Vision & Innovation; and 5) Empathy.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Principles and practices of supervision, training and personnel management.

Pertinent federal, state and local laws, codes and regulations, particularly those applicable to governmental accounting and grant accounting.

Accounting theory, principles and practices and their application to a wide variety of accounting transactions and problems in a municipal government.

Principles and practices of complex financial record keeping and reporting.

Current social, political and economic trends and operating problems regarding governmental accounting.

Principles and standard practices of payroll and accounts payable.

Skill in:

Analyzing and interpreting complex financial and statistical data.

Assembling and preparing data for reports.

Operating various types of office equipment including computers and adding machines.

Ability to:

Supervise, train and evaluate assigned staff.

Interpret and apply pertinent federal, state and local laws, codes and regulations.

Prepare accurate and complete financial reports.

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

Examine and verify financial documents and reports.

Organize work for timely completion.

Communicate clearly and concisely, both orally and in writing.

Research and analyze a variety of information.

Pass a medical physical examination and drug test.

Meet the City's driving standards.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Reading and writing*
- *Communicating with others*
- *Operating assigned equipment.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Sitting for extended periods of time*
- *Bending, stooping, twisting, reaching above the shoulder and balancing*
- *Occasionally lifting and carrying objects weighing up to 34 lbs.*

Director of Human Resources

Date

Department Director

Date

DATE ISSUED: February 1993

REVISION DATE: January 1995; September 1996; June 2002