



Accounting Supervisor

JC: 000070
PB: G
FLSA: Exempt

PC: 890
BU: 31(AFSCME)
Created: September 5, 2014

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Provides highly responsible and complex administrative support to the Accounting Manager. Supervises and coordinates the activities and operations of the Accounting Division within the Controllershship Department; reviews and approves transactions, disbursements, and payroll, time administration related issues, and the preparation of financial reports; coordinates assigned activities with other divisions, departments and outside agencies; and performs related duties as assigned.

CLASS CHARACTERISTICS

As assigned by the Accounting Manager, the incumbents supervise and coordinate the various accounting activities and operations within the assigned area of responsibility. Incumbents analyze and solve accounting and financial problems and exercise considerable independent judgment and action in the day-to-day conduct of work. This class is distinguished from the Accounting Manager in that the latter has overall responsibility of the Accounting Division.

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

1. Assists in coordinating the organization, staffing, and operational activities of the Accounting Division including planning, supervising, reviewing, and evaluating the work of assigned staff.
2. Assists in the coordination and supervises the work of assigned staff; monitors work flow; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.
3. Assists Accounting Manager in coordinating the monthly and year-end closings for general ledger and other periodic financial reports; monitors, reviews, and approves closing transactions and journal entries; maintains Chartfields and Trees in the District's financial systems software; prepares, reviews, and distributes monthly and annual general ledger reports.

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4. Assists the Accounting Manager with the preparation and completion of payroll and payroll checks; verifies accuracy of deductions; ensures transfer of funds to governing agencies; oversees issuance of payroll hand-prepared checks prior to transmittal.
5. Supervises the work of assigned staff responsible for the monitoring and verification of insurance rate changes and employee deductions.
6. Assists overseeing the direct deposit of employee funds to banks and other financial institutions.
7. Assists in review and approval of operating and capital disbursements (including vendor vouchers, employee expense reports, travel advances, etc.), reviews procurement card transactions and reclassifications; supervise the work of staff responsible for Accounts Payable regular and express pay cycles; coordinates the resolution of voucher and expense report exceptions, preparation of sales tax transmittal and returns, and 1099 processing.
8. Assists in coordinating the audits with certified public accounting firms and government agencies; coordinates efforts to complete audits in a timely manner; prepares and reconciles confirmation requests to banks, legal counsel, funding agencies, and other parties; prepares and reviews schedules, reconciliations, worksheets, and analyses required by audits.
- 9. Assists in reviewing the reconciliation of purchase orders and accounts payable system; prepares reports of rejected receipts and forwards to originator for action.
10. Coordinates and participates in the production or preparation of reports required by Federal, State, and local taxation authorities.
11. Prepares and reviews billing reimbursements to funding agencies; prepares and reviews close-out reports for completed grants; represents Accounting Department in meetings with other departments within the District and funding agencies.
12. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of accounting.
13. Assists in the development of the District's financial systems testing protocol and participate in implementation associated with systems upgrades, new requirements, tax updates and other instances as required.

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14. Prepares or assists in review of monthly reconciliations related to payroll liabilities, project costing report, accounts payable, accounts receivable, fixed assets and inventory balances, with the general ledger,
15. Oversees the collections of receivables and advances; Provides feedback to Accounting Manager on important issues; Performs other work as assigned.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of assigned accounting services area including accounts payable, general accounting or payroll.
Principles and practices of a variety of accounting and payroll systems.
Principles and practices of computerized accounting systems.
Principles and practices of program development and administration.
Methods and techniques of accounting data analysis.
Principles and procedures of financial record keeping and reporting.
Mathematic principles.
Principles and practices of budget preparation and administration.
Principles of supervision, training and performance evaluation.
Related Federal, State and local laws, codes and regulations.

Skill in:

Supervising and coordinating accounting services in assigned accounting services area.
Analyzing and evaluating accounting data.
Selecting, supervising, training and evaluating staff.
Reviewing and interpreting complex financial data.
Performing accurate financial and mathematical calculations.
Participating in the development and administration of division goals, objectives and procedures.
Preparing and administering program budgets.
Preparing clear and concise reports.
Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.
Researching, analyzing and evaluating new service delivery methods and techniques.
Operating office equipment including computers and supporting word processing and spreadsheet applications.
Interpreting and applying Federal, State and local policies, laws and regulations.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in accounting or a closely related field from an accredited college or university.

Experience:

Four (4) years of (full-time equivalent) verifiable professional accounting experience which must have included at least one (1) year of administrative and/or supervisory experience.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

May require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

EEOC Code: TBD

Safety Sensitive: No