



ACCOUNTING SUPERVISOR

JC: 000070
PB: G
FLSA: Exempt

BU: 31 (AFSCME)
Created: September 2014
Revised: October 2018

*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

Under general supervision, supervises and coordinates the activities and operations within the Office of the Assistant Controller; 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; provides highly responsible and complex administrative support to the higher-level managers; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the first full supervisory classification in the professional accounting class series. Incumbents supervise and coordinate the various accounting activities and operations within the assigned area of responsibility. Incumbents analyze and solve accounting, financial and/or timekeeping problems and exercise considerable independent judgment and action in the day-to-day conduct of work. This classification is distinguished from the Manager of Accounting and Manager of Time and Accounting Administration in the former's smaller breadth of responsibilities and the latter's overall managerial responsibilities within an 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 an 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. Coordinates and participates in the production or preparation of reports required by Federal, State, and local taxation authorities; assists in coordinating and managing sections of financial audits, as assigned.
4. Represents Accounting or Time and Accounting Administration Division in meetings with other departments within the District and with outside organizations.

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5. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of accounting.
6. Assists in the development of the District's financial, payroll or time and labor systems testing protocol and participate in implementation associated with systems upgrades, new requirements, tax updates and other instances as required.
7. Assists in the implementation of goals and objectives; implements approved policies and procedures.
8. Participates in the development of policies and procedures; monitors work activities to ensure compliance with established policies and procedures.
9. Prepares analytical and statistical reports.
10. Performs other work as assigned.

If assigned to an Accounting Division, the following duties may apply:

11. Assists and supervises the coordination of 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; assists in preparing the District's financial statements.
12. Prepares and reviews billing reimbursements to funding agencies; prepares and reviews closeout reports for completed grants.
13. Oversees the collections of receivables and advances or correction of overages; provides feedback to manager on important issues;
14. Assists and supervises the preparation and completion of payroll and payroll checks; verifies accuracy of deductions; ensures transfer of funds to governing agencies; oversees issuance of hand-prepared payroll checks prior to transmittal.
15. 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.
16. Supervises the work of assigned staff responsible for the monitoring and verification of insurance rate changes, employee deductions or payable time detail.
17. Assists overseeing the direct deposit of employee funds to banks and other financial institutions.

18. 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, prepares sales tax transmittal and returns, and 1099 reports.
19. 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.
20. Assists in reviewing the reconciliation of purchase orders and accounts payable system; prepares reports of rejected receipts and forwards to originator for action.

If assigned to the Time and Accounting Administration Division, the following duties may apply:

21. Assists and supervises employees responsible for ensuring the accuracy, integrity and completeness of payable time data gathered by PeopleSoft Time and Labor system.
22. Assists and supervises the performance of a variety of Time and Labor troubleshooting and support activities, including resolving configuration-related time exceptions; coordinating resolution of audit discrepancies and resolving discrepancies to ensure timeliness of payroll process; supports foreworkers, supervisors and managers in the field in troubleshooting process issues.
23. Assists the Time and Accounting Administration Division in working with Payroll staff on payable time load and last-minute updates and audit discrepancy resolution; coordinates the Time and Labor system integration points such as commitment accounting, work orders, project costing and general ledger/budgeting.
24. Assists in the configuration of Time Collection Devices (TCDs); including TCD work order updates from the FIN/Project Costing Model: Task profile creation and other interfaces to the Time and Labor system.
25. Assists in reconciling labor costs charged to projects and in providing responses to audit inquiries or public information requests; assists the Manager of Time and Accounting Administration in the completion of performance evaluation of employees.
26. Assists in testing and review of payable time rules, time and labor security access, and page configuration to ensure compliance and reasonableness; works with developers in creating reports and queries for departmental use in monitoring overtime, leave balances and other trends related to payable time.
27. Assist in the maintenance of quality control; Identifying trends and presenting to Manager.

28. Performs and supervises a variety of Time and Labor system set-up, set-up of time administration processes; configuration and maintenance activities, including performance of audits of the payable time load for overages and exceptions; maintenance of Time and Labor enrollment for work groups, task groups and comp time plans; maintenance of employee schedules; and the updates of long-term bids/schedules for the Time and Labor system; communicates and supervises the execution of annual and fiscal year Time and Labor processes.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of assigned accounting services area including accounts payable, general accounting, timekeeping, or payroll.
- Principles and practices of a variety of computerized accounting, payroll and timekeeping systems.
- Principles and practices of program development and administration.
- Principles and practices of system configuration rules, testing and development.
- Methods and techniques of accounting data analysis.
- Methods and techniques for research and data collection.
- 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.
- Compensation plans, scheduling assignments and processes and time reporting practices.
- Related Federal, State and local laws, codes and regulations.

Skill in:

- Supervising and coordinating services in assigned accounting services area.
- Analyzing and evaluating accounting or timekeeping data.
- Selecting, supervising, training and evaluating staff.
- Reviewing and interpreting complex financial data.
- Performing accurate financial and mathematical calculations.
- Administering automatic timekeeping systems.
- 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

Accounting Division:

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. Certified Public Accountant is preferred.

Substitution:

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

Time and Accounting Administration Division:

Education:

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

Experience:

Four (4) years of (full-time equivalent) verifiable professional timekeeping experience which must have included at least one (1) year of administrative and supervisory experience. Training in PeopleSoft HCM system in Time and Labor is preferred.

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.

BART EEO-1 Job Group: 1500 – Supervisors/Other
Census Code: 0120 – Financial Managers
Safety Sensitive: No