

ACCOUNTING SUPERVISOR

*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.*

SUMMARY DESCRIPTION

Under direction of the Director of Finance, supervises, assigns, reviews, and participates in the work of staff responsible for performing a variety of routine to complex financial functions in one or more assigned account areas including payroll, accounts payable, accounts receivable, utilities billing and collection, business license, cash receipts, and budget preparation; ensures work quality and adherence to established policies and procedures; answers the most complex and difficult questions and provides information and assistance to other staff and the general public; and performs the more technical and complex tasks relative to assigned area of responsibility.

IDENTIFYING CHARACTERISTICS

The Accounting Supervisor is considered a working supervisory level with responsibility for planning, coordinating and implementing accounting programs for the City. Positions in this class have a broad understanding of all areas within Accounting but have developed significant expertise in their assigned area. Positions in this class exercise considerable discretion and independence in coordinating assigned segments of the City's accounting programs.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plans, prioritizes, assigns, supervises, reviews, and participates in the work of staff responsible for performing a variety of routine to complex financial functions in one or more assigned account areas including payroll, accounts payable, accounts receivable, utilities billing and collection, business license, cash receipts, and budget preparation; ensures work quality and adherence to established policies and procedures.
2. Establishes schedules and methods for providing accounting services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.
3. Participates in the development of goals and objectives; makes recommendations for changes and improvements to existing work processes; participates in the implementation of approved policies and procedures; monitors work activities to ensure compliance with established policies and procedures.
4. Participates in the selection of accounting staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
5. Performs the more technical and complex tasks of the work unit including responding to and resolving the most complex and difficult questions, inquiries, and complaints from staff and the general public.
6. Oversees and participates in receiving, reviewing, and processing applications for licenses and other permits including business licenses and parking permits; answers questions and provides information

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and documents related to licensing requirements and procedures; collects fees; inputs licensing information into computer system; makes copies of original applications to be sent to other departments; assists in the maintenance of computerized and manual record keeping systems.

7. Oversees and participates in processing accounts receivable; updates accounts as necessary; reviews information from assigned staff and bills accounts.
8. Oversees and participates in processing accounts payable; reviews invoices received; inputs information into computer system; prints checks; sets-up new accounts for vendors; runs reports and sends to appropriate agency; reviews work of staff as necessary.
9. Loads and unloads information from handhelds for meter reading.
10. Oversees and participates in performing a variety of utility billing duties including receiving and processing utility payments; uploads information from handhelds into the computers system; posts payments to accounts; researches and provides customers with information regarding service; sets-up payment plans either by phone or in-person; processes work orders for new services and repair orders; creates 48-hour notices and shut off notices for delinquent accounts.
11. Oversees and participates in processing City-wide payroll; maintains employee files related to salary, benefit, and deductions; prepares and processes federal and state W-2 withholding payments and prepares quarterly and year end reports; creates and maintains required reports related to the payroll account; responds to State, Federal and private payroll related inquiries; prepares reports and correspondence to PERS; interprets laws and regulations related to retirement systems.
12. Provides public assistance at the counter and over the phone; answers questions and provides information; researches problems and prepares necessary adjustment; collects payments as necessary.
13. Oversees a variety of collections activities; reviews accounts and gives accounts to assigned staff to send to collections; responds to and resolves questions and inquiries from customers.
14. Oversees and participates in maintaining accounting, financial, and statistical records and reports; post information to ledgers, journals, logs, and reports; totals and balances figures; proofs data and makes corrections as required; participate in the preparation, reconciliation, balancing, and submittal of a variety of periodic and special reports; reviews work done by assigned staff.
15. Reviews processed work orders for final billing and service requests.
16. Utilizes various computer programs; enters and maintains data; generates reports from a database or in-house system; creates spreadsheets and generates reports using spreadsheet software; creates documents using word processing software.
17. As assigned, notarizes a variety of documents including liens, releases, and other types of legal documents within the City.
18. Performs financial analysis for the Director of Administrative Services.
19. Provides general information and direction to the public coming into City Hall as necessary.
20. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Operations, services, and activities of assigned accounting program area including payroll, accounts payable, accounts receivable, utilities billing and collection, business license, cash receipts, and budget preparation.
2. Principles of supervision, training, and performance evaluations.
3. Principles and practices of financial record keeping.
4. Principles and techniques of billing, collection, and financial systems operations.
5. Principles and practices used in establishing and maintaining files and information retrieval systems.
6. Methods and techniques of coding, verifying, balancing, and reconciling accounting records.
7. Business letter writing and basic report preparation.
8. Principles and procedures of record keeping and filing.
9. City policies that apply to the issuance of business tax, payroll, utility billing, collections, and other financial transactions.
10. Modern office procedures, methods, and equipment including computers.
11. Computer applications such as word processing, spreadsheets, and statistical databases.
12. Mathematical principles.
13. Methods and techniques of proper phone etiquette.
14. Principles and practices of customer service. English usage, spelling, grammar, and punctuation.
15. Pertinent federal, state, and local laws, codes, and regulations.
16. Extensive knowledge of governmental bookkeeping and reporting procedures.

Ability to:

1. Coordinate and direct assigned accounting programs.
2. Supervise, organize, and review the work of assigned staff involved in accounting activities.
3. Select, train, and evaluate staff.

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4. Recommend and implement goals, objectives, policies and procedures for providing a variety of routine to complex financial functions in one or more assigned account areas including payroll, accounts payable, accounts receivable, utilities billing and collection, business license, cash receipts and budget preparation.
5. Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
6. Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
7. Prepare clear and concise reports.
8. Quickly identify and resolve errors and problems that arise during day-to-day operations.
9. Perform a variety of accounting duties in assigned program areas.
10. Accurately and timely perform the required activities for an assigned area of the financial system.
11. Understand and operate an automated financial system with multiple accounts.
12. Perform a wide variety of financial and statistical recordkeeping assignments.
13. Make arithmetical calculations quickly and accurately.
14. Respond to requests and inquiries from employees and the general public.
15. Effectively explain benefits and instruct new employees in completing forms.
16. Operate office equipment including computers and supporting word processing and spreadsheet applications.
17. Type and enter data at a speed necessary for successful job performance.
18. Perform a wide variety of difficult financial and payroll assignments.
19. Collect, compile, and research information and data.
20. Maintain confidentiality.
21. Implement and maintain filing systems.
22. Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
23. Plan and organize work to meet changing priorities and deadlines.
24. Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the unit.

25. Work cooperatively with other departments, City officials, and outside agencies.
26. Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.
27. Communicate clearly and concisely, both orally and in writing.
28. Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by two years of college level course work or equivalent specialized training in accounting.

Experience:

Three years of increasingly responsible accounting experience at a level comparable to an Accounting Assistant II with the City of Placerville.

License or Certificate:

Possession of, or ability to obtain by date of appointment, an appropriate driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Work is performed primarily in a standard office environment with extensive public contact and constant interruptions.

Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision:

See in the normal visual range with or without correction.

Hearing:

Hear in the normal audio range with or without correction.

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Johnson & Associates