# ACCOUNTING SUPERVISOR

DEFINITION

Under general direction of the Director of Finance and Administration, performs a variety of professional accounting work and administrative oversight in support of District financial, accounting, and related administrative functions. Assists with performance audits of District functions and services; assists with internal control reviews; coordinates and trains record keeping support staff; provides recommendations on Financial Information System (FIS) needs for the District; and performs other duties as assigned.

EXAMPLES OF DUTIES

The duties listed below are illustrative only and are not meant to be a complete exhaustive listing of all the duties and responsibilities of the Accounting Supervisor classification:

**Accounting Duties:**

- Reviews and ensures the accuracy of accounts payable, accounts receivable, and general ledger postings.
- Prepares month-end and year-end journal entries and account reconciliations.
- Assists with preparation of periodic financial reports and statements.
- Assists with annual audits conducted by outside auditing agencies.
- Assists District management with long range financial planning, protection of District assets, and maintenance of budget controls.
- Assists with the preparation of the District budget.
- Supervises and coordinates work of the Accounts Clerk, and Accounting Technician I/II classifications.
- Oversees financial activities related to grant administration as necessary.
- Performs related financial duties as assigned.

**Administrative Duties:**

- Supervises and coordinates work of administrative staff, including HR, customer service, and office support.
- Supports safety, compliance, and employee training initiatives.
- Assist in reviewing administrative process reviews and recommend improvements.

**Typical Physical Activities:**

- Communicates with District Board members, outside agencies, co-workers, and the public.
- Regularly uses a telephone for communication.
- Uses office equipment such as computers, scanners, copiers, printers and FAX machines.
- Sits for extended periods of time.

EMPLOYMENT STANDARDS

**Knowledge and Ability to:**

- Principles and practices of budgeting, accounting, finance, investment, and development and maintenance of fiscal controls Investment principles and practices, and knowledge of Generally Accepted Accounting Principles (GAAP).

- Principles of administrative supervision, training, and coordination.
- Laws, rules, ordinances, and legislative process controlling District financial functions.
- Principles and practices of auditing and handling confidential/sensitive information.
- Microsoft Office Suite and Financial Information Systems
- Effectively and appropriately execute confidential tasks.
- Communicate effectively in written, oral, and presentation format.
- Represent District financial and administrative functions with professionalism.
- Establish and maintain cooperative working relationships and handle confidential information appropriately.

QUALIFICATIONS

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Required Certification/Education/Experience/License:**

- Certification:
  - Completion of the Corporate Finance Institute's (CFI) Data Analysis in Excel Specialist Program.

- Education:
  - Completion of a Bachelor's of Science Degree from an accredited college or university in Accounting, Finance, Economics or other closely related program or equivalent experience.

- Experience:
  - Five (5) years of increasingly responsible work experience in performing professional financial analysis, accounting, management information system development, and budgeting work.

- License:
  - Possession of a valid California (Class "C") Driver's License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.
  - Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

***The specific statements in each section of this job description are not intended to be all-inclusive. They represent typical elements and are necessary to successfully perform the job.***