

CITY OF WASCO POSITION DESCRIPTION

PERTINENT POSITION DESCRIPTION DATA		
Position Title Accounting Supervisor	Department : Finance	
Reports to: Accounting Manager	FLSA Classification : Non Exempt	
Career Ladder: Accounting Manager	Pay Grade:	Approved: 08/16/05

POSITION SUMMARY:

The fundamental reason this classification exists is to supervise professional and support staff and performs complex and specialized accounting work relating to municipal accounting procedures and records

CLASS CHARACTERISTICS:

This is the first full supervisory level in the Accountant series, responsible for planning, organizing, supervising and reviewing the work of a group of professional and support personnel. The incumbent in this class exercises a high degree of independent judgment in diverse and specialized accounting projects and has significant accountability and on-going decision making associated with the work.

ESSENTIAL RESPONSIBILITIES:

Plans, organizes, directs and reviews the work of professional and support staff

Participates in developing and implementing goals, objectives, policies, procedures and work standards for assigned area of responsibility

Recommends staff selection, evaluates work and provides for staff training and professional development.

Reviews accounting documents to ensure accuracy of information and calculates and makes correcting entries; examines supporting documentation to establish proper authorization and conformance with agreements, contracts and state and federal regulations. Prepares and maintains control and subsidiary accounting records involving a variety of transactions and accounts

Prepares trial balances, financial reports, journal entries and periodic reconciliation of general ledger, journal, subsidiary accounts and bank statements

Compiles and prepares financial statements, general and subsidiary ledgers and supporting schedules

Prepares cash transfers and loans between funds; may maintain the City's investment account

Performs other or related duties as assigned

MINIMUM QUALIFICATIONS:

Knowledge of – Principles, practices and terminology of general fund and governmental accounting; Principles and practices of business data processing, particularly related to the processing of accounting information and interpretation of input/output documents; Laws and regulations regulating public fiscal operations; Budgeting principles and terminology; Standard office procedures and practices; Principles and practices of employee supervision, including selection, training, evaluation and discipline

Skilled in – Planning, organizing, directing and reviewing the work of assigned accounting and support staff; Training others in work procedures; Verifying the accuracy of financial data and information; Ensuring proper authorization and documentation for disbursement; Analyzing, posting, balancing and reconciling complex financial data and accounts; Making accurate arithmetic calculations; Reviewing and interpreting complex financial reports, transactions and legal documents; Exercising sound independent judgment within established guidelines; Preparing clear, concise and complete financial reports and statements; Establishing and maintaining effective working relationships with those contacted in the course of work..

Ability to - Analyze and interpret financial and accounting records and draw sound conclusions; Prepare and interpret complex financial statements, reports and analyses; Analyze problems; identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; Establish and maintain effective working relationships with those contacted in the course of work; Communicate clearly and concisely, both orally and in writing; Gain cooperation through discussion and persuasion

Licenses and Certificates – Possession of or ability to obtain a valid California Driver’s License may be required. Must be able to pass the Microsoft Office 2003 test as well as Intermediate Accounting test with a pass score of 75%

Physical Abilities and Work Environment – The employee must be able to sit for lengthy periods of time in an indoor office environment. Must possess the manual dexterity to use keyboard equipment for lengthy periods of time. Must be able to lift up to 10 lbs and work under time pressures.

Other – Bilingual fluency in English and Spanish is desirable

EDUCATION AND EXPERIENCE:

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way to obtain the knowledge, skills, and abilities is:

Experience – Four years of accounting experience preferably in a governmental or public agency setting. Lead or supervisory experience is desirable.

Education – An Associate of Arts degree in accounting, finance, business administration or a closely related field OR three additional years of supervisory experience may be substituted for the A.A degree

ACKNOWLEDGEMENT

A review of this position has excluded the marginal functions of the position that are incidental to the performance of essential job duties. The duties and responsibilities are essential job responsibilities and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the knowledge, skills and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels required for this position.

I acknowledge that I have received a copy this position description

Print Name

Signature

Date