



Job Title	City Accounting Supervisor	FLSA Status	Exempt
Band	SUP	Probationary Period	12 Months
Zone	5	Job Code	13460

Class Specification – City Accounting Supervisor

Summary Statement:	
<p>The purpose of this position is to supervise the City Accounting Division of the Finance Department. This is accomplished by planning, coordinating, and supervising the work of staff; hiring, training, and disciplining employees; assigning and reviewing work; establishing work methods and procedures for governmental, proprietary, and fiduciary funds expenditure and revenue budgets; acting as functional lead for PeopleSoft financial system upgrades, maintenance updates, and issues with production; developing program budget by forecasting funds needed for staffing, equipment, materials, and supplies; researching and preparing reports; assisting auditors with periodic and annual audits; attending and participating in professional group meetings; responsible for day to day management of assigned contracts; and working with other work groups in the City, including other Finance divisions, functional divisions, and the City Attorney’s office to complete assigned tasks.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
40%	Responsible for planning, coordinating, and supervising the work of staff by assigning work activities and projects; prioritizing work assignments; monitoring work flow; reviewing and evaluating work product, methods, and procedures; preparing performance plans with standards of performance and objectives for staff; acting as functional lead for PeopleSoft financial systems upgrades, maintenance updates, and resolving issues with production; and responding timely to staff regarding questions and concerns.
30%	Prepares routine and specialized reports by compiling and analyzing data; correcting errors; balancing ledgers; providing supplemental information; and incorporating data into concise documents. Manages cash and reconciles ledgers by establishing and maintaining reporting tools; producing reconciliation statements; interacting with other departments to collect and verify transactions; and reviewing, correcting, and analyzing journals.



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30%	Participates in design and implementation of financial software by testing and analyzing processes; providing support and training for users; implementing governmental standards; and keeping abreast of current accounting principles.
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Competencies Required:	
Human Collaboration Skills: Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.	
Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	
Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	
Writing: Advanced – Ability to write editorials, journals, speeches, manuals or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	

Technical Skills Required:	
Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.	

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.	
Education: Bachelor’s degree from an accredited college or university with major coursework in accounting, business administration, or a related field.	
Experience: Five years of full-time professional accounting experience, including two years of supervisory experience.	



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Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.	
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Supervision Exercised:
 Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

Supervision Received:
 Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility:
 This job title has responsibility for final approval of at least one division/departmental budget. Is authorized to approve fiscal/budgeted expenditures up to the amount that requires the approval of Senior Management.

Physical Demands: Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, scanner, and standard office equipment.



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Specialized Computer Equipment and Software: Microsoft Office and specialized accounting software.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: December 2018