

**City of San Rafael
Job Class Specification**

Job Title: Accounting Supervisor

SUMMARY

Performs a variety of professional accounting support functions including reports and budgets and review of journal vouchers, accounting records, subsidiary and general ledger entries. Supervises accounting professional, technical and clerical staff.

DISTINGUISHING CHARACTERISTICS:

The Accounting Supervisor position is distinguished from the Assistant Director of Management Services- Financial Division position by the Assistant Director's overall responsibility for finance functions within the division.

SUPERVISION RECEIVED AND EXERCISED:

The Accounting Supervisor position is a supervisory position and reports directly to the Assistant Director of Financial Services. The Accounting Supervisor supervises professional, clerical and technical personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. This list is intended to be illustrative and does not represent an exhaustive list of duties and responsibilities. Incumbents may not perform all duties and responsibilities listed. Other duties may be assigned.

- Supervises accounting professional, technical and clerical staff.
- Prepares financial and statistical reports.
- Makes recommendations and participates in the development and implementation of accounting systems, control systems and reporting procedures, including audits of accounting records and processes.
- Performs a wide variety of general accounting functions, such as: preparation, review and approval of journal entries and month-end closing process; year-end schedules and reports, quarterly, annual tax and other statistical reports; debt schedules; audit coordination; budget monitoring; and chart of accounts over-site control.
- Reviews and supervises payroll, accounts payables and receivables, grants, fixed assets, and other related general ledger functions and integrated systems.
- Participates and assists in the preparation and monitoring of the annual budget.
- Conducts fiscal analyses and prepares financial statements.
- Assists in coordinating the preparation of external audit materials; prepare records for annual audit; and assist auditors in the review of financial operations;
- Prepares and assists with completion of annual gas tax, State Controller and Comprehensive Annual Financial Report;
- Creates and maintain records on fund balances by individual fund; and compute proper fund balances using actual data;
- Prepares and updates debt schedules and coordinates with third party administrator.
- Performs related duties as required.

Knowledge of:

- Generally accepted accounting and auditing principles and their application to a variety of accounting transactions and problems
- Principles and methods of finance administration and supervision
- Principles and practices of budget preparation and administration

- Applicable Federal, State and local laws, codes and regulations
- Automated financial management system characteristics and applications
- Modern office equipment, practices and procedures

Ability to:

- Communicate clearly and concisely, both orally and in writing.
- Communicate complex financial concepts to subordinates and non-accountants.
- Identify problems, analyze data, and recommend solutions.
- Prepare and monitor a budget.
- Use computer keyboards for extended periods of time.
- Establish and maintain effective working relationships.
- Analyze and interpret financial and accounting records.
- Prepare clear and concise administrative and financial reports.
- Prepare complex financial statements, reports and analyses.
- Interpret and apply complex Federal, State and local policies, procedures, laws and regulations.
- Identify, recommend, and implement improvements to accounting methods and procedures.
- Operate a PC and related software programs.

EDUCATION AND EXPERIENCE:

Any combination of education and experience that would provide the required knowledge, skill and ability outlined above is qualifying. A typical way to obtain such knowledge, skill and ability is: A Bachelors Degree from an accredited college or university with major course work in accounting, finance or a related field, and Four (4) years of increasingly responsible professional level accounting experience, preferably governmental. A master's degree in finance, accounting, public or business administration or a CPA may be substituted for one year of experience.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as percentages, ratios and proportions to practical situations.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or

move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to video display and regularly works in inside environmental conditions. The noise level in the work environment is usually quiet.

Department: Finance
FLSA Status: Exempt
Prepared By: Nash & Company
Prepared Date: January 2001
Approved By:
Approved Date: