



ACCOUNTING SUPERVISOR

DEFINITION

Under general direction from the Finance Manager, this position plans, coordinates and supervises Accounting staff and performs a variety of moderate to complex accounting work including general ledger account reconciliations; financial reporting; budgetary and financial analysis; utilization of an enterprise resource planning (ERP) system in the completion of accounting work; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a first-line supervisory level class in the Accountant series; incumbents perform the full-range of difficult and complex accounting duties. Duties performed require a knowledge of financial and governmental accounting principles, auditing standards and related laws, budgetary standards and practices, payroll and sales/use tax regulations and reporting standards, the ability to lead and supervise, and exercise independent judgment in the interpretation of related departmental and District policies and procedures.

EXAMPLES OF DUTIES

Typical duties may include but are not limited to the following:

- Plan, schedule, prioritize, and assign work for staff;
- Address personnel-related issues, such as hiring, training, evaluation, discipline, and career development of staff;
- Review journal entries, financial reports and analysis of staff for accuracy and compliance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB), procedures, and policies; and serve as a resource to assist staff in problem solving;
- Prepare journal entries, financial statements, annual reports and information for compliance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB), and other applicable regulations;
- Monitor, analyze and reconcile general ledger accounts and related subledgers, and document

supporting transactions;

- Reconcile cash and investment accounts, fixed assets, accounts receivable, payroll liabilities and other general ledger accounts;
- Oversee the bi-weekly payroll, including producing bi-weekly paychecks, calculating benefit deductions, paying benefits premiums and maintaining associated wage, salary, payroll tax, pension and benefits records;
- Review payroll tax reporting, sales and use and federal/state tax reports and any additional required reporting;
- Coordinate and work with outside auditing firm during annual audit;
- Implement and update computerized accounting and financial management systems;
- Work with other District departments and outside auditors concerning accounting records and procedures;
- Assist with the development, preparation and implementation of the two-year operating and capital budget;
- Analyze, recommend and implement changes in accounting and financial policies, systems and procedures;
- Ensure that safe working conditions are maintained; and
- Perform other related duties as assigned.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Financial and governmental accounting principles, auditing standards and related laws, and budgetary standards and practices;
- Basic principles and practices of effective supervision and training
- Payroll, sales tax and other tax compliance reporting;
- Computerized accounting and financial reporting;
- Intermediate skills utilizing Microsoft Office 365;
- Proper English spelling, grammar, punctuation and writing practices;
- Budgeting principles and practices.

Ability to:

- Utilize an Enterprise Resource Planning (ERP) system;
- Coordinate activities with other departments;
- Create financial reports and analysis with speed and accuracy;
- Prepare a variety of accounting, financial and budgetary reports and analysis;
- Prepare clear and concise records, reports and correspondence;
- Understand and carry out written and oral instructions;
- Communicate in a clear, concise and effective manner for oral and written communication;
- Establish and maintain effective working relationships with those contacted in the course of

work;

- Organize, prioritize and coordinate the work assignments and schedule assignments to meet work deadlines;
- Schedule, direct, and assign the work of others and provide training as appropriate.

Training and Experience:

- Equivalent to a Bachelor's Degree from an accredited college or university with major course work in accounting; business, finance or closely related field
- and;
- Three years of direct accounting experience utilizing ERP accounting software, or working in public accounting, including at least one year of lead or supervisory experience.

OTHER REQUIREMENTS

- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

LICENSES AND/OR CERTIFICATIONS

- Possession of CPA certificate is highly desirable.

PHYSICAL DEMANDS AND WORKING CONDITIONS

During the course of performing job duties the employee will need the mobility to work in a standard office setting, use standard office equipment such as a personal computer, word processing and database software, calculator, a copy and/or fax machine; enter and retrieve data from personal computers and terminals via keyboards which is often performed while sitting for extended periods of time; operate office equipment requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously. The employee frequently stands, walks, bends at neck and waist, twists at neck and waist, uses repetitive hand movement, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above shoulder level, climb or balance; stoop, kneel or crouch. This position requires that the employee demonstrate adequate hearing and speech to converse in person and over the

telephone, and vision to read printed materials and use a computer screen. The employee is occasionally required to lift and carry objects for short distances such as reams of copier paper, office supplies, files, books, printed materials and other packages weighing up to 10 to 25 pounds.

The noise level in the work environment is quiet to moderate noise. Position may require the ability to work overtime, and weekends as needed.

To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.

Established: January 2017, January 2026

Approved by: Human Resources Manager