October 2018
FLSA: EXEMPT
CLASS CODE: 00460

ACCOUNTING SUPERVISOR

DEFINITION

Under general direction, plans, directs, administers, supervises, and participates in the daily operations and activities of a variety of professional accounting and auditing functions in the Fiscal Department including oversight of the payroll processing, benefit administration and reconciliation, accounts receivable, accounts payable, general ledger and grant accounting, cash audits, revenue distributions, cost allocations, and financial reporting; prepares analytical, narrative, statistical, and accounting reports; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Fiscal Manager. Exercises direct and general supervision over assigned professional and technical staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the accounting functional area that exercises independent judgment on diverse and specialized accounting functions and has significant accountability and ongoing decision-making responsibilities associated with the work. The incumbent organizes and oversees day-to-day financial processing, reporting, and record-keeping activities and is responsible for providing professional-level support to the Fiscal Manager in a variety of areas. This class is distinguished from the Fiscal Manager in that the latter has full management authority for planning, organizing, and directing the full scope of operations within the Fiscal Department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of technical and professional accounting staff in the Fiscal Department; trains staff in work procedures; provides policy guidance and interpretation to staff; evaluates employee performance and works with employees to correct deficiencies; recommends and implements disciplinary procedures; assists in selection and promotion.
- Monitors activities of the assigned work unit; recommends improvements and modifications.
- Recommends and implements goals, objectives, policies and procedures, and changes applicable to the Court; establishes schedules and methods for assigned accounting functions.
- Determines and recommends staffing needs for assigned activities and projects; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.

- Researches, audits, and analyzes technical transactions and financial models; collects, analyzes, and summarizes evidence to support audit conclusions; communicates audit findings with Court supervisors and managers.
- Responds to inquiries from other accounting and fiscal staff, other departments, and the public regarding assigned accounting functions.
- Oversees and approves payroll processes; confers with external payroll service provider as issues arise.
- Monitors and coordinates the preparation, balancing, and reconciliation of journals, ledgers, and other accounting records; prepares or directs the preparation of records and reports for submission to various regulatory and other governmental agencies.
- Performs responsible accounting, auditing, financial and/or budgetary document processing, document review, and program support work.
- Establishes and maintains internal control procedures and ensures that accounting standards are met.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, and other materials.
- Confers regularly with external auditors.
- Monitors changes in laws, regulations, and technology that may affect operations of the assigned work unit; implements policy and procedural changes after approval.
- Performs duties of professional and technical subordinate staff as required.
- Plans, coordinates, and carries out special projects as assigned by departmental managers.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Basic principles and practices of budget development, administration, and accountability.
- General principles and practices of Court accounting and finance, including general and governmental accounting, auditing, and reporting functions.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the Court in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Court staff.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, select, train, motivate, and evaluate the work of staff.
- Plan, organize, administer, coordinate, review, evaluate, and personally participate in comprehensive Court accounting functions.
- Prepare and maintain clear and accurate financial reports, correspondence, policies, procedures, and other written materials.
- Analyze complex accounting and/or fiscal issues and recommend resolutions.
- Verify the accuracy of financial data and information.

- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Effectively conduct meetings and make presentations to various groups.
- Analyze situations and identify pertinent problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Graduation from an accredited four-year college or university with major coursework in accounting, finance, business or public administration, or a closely related field, and three (3) years of professional accounting experience, including one (1) year of lead experience, preferably in a governmental or public agency setting.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various Court and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.