



ACCOUNTING SUPERVISOR

DEFINITION

Under general direction, performs supervisory as well as advanced, difficult, and complex professional governmental accounting work; plans, assigns, directs, and evaluates the work of assigned staff; develops and standardizes procedures and methods used by the department and monitors the efficiency and effectiveness of assigned programs; participates in departmental planning activities to improve organizational productivity and customer service, and fosters cooperative working relationships among City departments; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Deputy Director of Administrative Services. Exercises direct supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a single-position supervisory classification which is primarily responsible for supervising the work of a group of subordinate professional, technical, and administrative support staff. The incumbent performs advanced, difficult, and complex professional-level governmental accounting duties; is expected to provide significant input into the development of goals, objectives, and operational strategies; and assume responsibility for quality control/improvement. The work requires a high level of accountability, judgment, and decision-making, and the incumbent must frequently present strategies and recommendations that are without precedent or an established process. Successful performance of the work requires extensive professional experience as well as the ability to coordinate assigned functions with those of other departments or outside agencies.

ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

- Plans, supervises, and oversees the daily operations, functions, and activities of the Accounting Services Unit, including accounting, accounts payable, payroll, accounts receivable, billing and collection, debt, general ledger reporting, and grants.
- Plans, prioritizes, assigns, supervises, and evaluates work of assigned personnel; trains and instructs employees in work methods; recommends and implements disciplinary actions.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the Finance Division; recommends within division policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of division budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.

- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.
- Maintains and reconciles a variety of ledgers, reports, and accounting records; examines accounting transactions to ensure accuracy; approves journal vouchers to post transactions to accounting records; performs month-end, quarter-end, and fiscal year-end accounting system processing.
- Oversees the preparation of the Annual Comprehensive Financial Report by preparing and analyzing a variety of complex financial reports, statements, schedules, and footnotes; prepares new-year, mid-year, year-end, and special reports, including financial reports for special projects and other organizations associated with the City.
- Plans, coordinates, and/or assists in preparing a variety of financial reports and data in the preparation of the annual operating and Capital Improvement Program budgets.
- Plans and oversees the accurate calculation and production of the City's biweekly payroll in accordance with applicable laws, regulations, policies, procedures, and best practices; resolves the more complex and difficult payroll issues and discrepancies, and handles non-routine inquiries related to payroll practices, processing, documents, and records.
- Participates in the development, revision, and maintenance of policy and procedure manuals governing fiscal matters; monitors financial procedures of all City departments, including internal audits and checks and balances; ensures necessary corrective actions are taken.
- Participates in debt management activities; maintains debt records; provides information to debt advisors, accounts for defeasance, and performs other debt oversight functions.
- Provides information to City departments regarding financial policies and procedures; interprets policies and procedures for departments.
- Reports financial information and provides special reports to the City Treasurer regarding investment of City funds.
- Represents the department by participating in outside community, professional groups and committees; provides technical and staff assistance to the City Council, commissions, committees and other City staff in matters related to financial support activities and programs, as necessary; responds to a variety of technical inquiries and complaints relating to the City's financial activities.
- Stays abreast of new trends and innovations in public agency finance and accounting; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints related to area of assignment in a professional manner; identifies and reports findings and takes necessary corrective action.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision and leadership, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Generally Accepted Accounting Principles (GAAP), Government Accounting Standards Board (GASB), and Governmental Auditing Standards.
- Advanced principles and practices related to public finance administration, budgeting, auditing, and reconciliation; and municipal taxation and revenue management.
- Principles and practices of generally accepted payroll accounting procedures and recordkeeping.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility within the Accounting Services Unit.
- Advanced principals and practices of financial and account document processing and recordkeeping, including accounts receivable, accounts payable, journal/ledger preparation, and reconciliation.
- Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Advanced methods and research techniques related to preparing comprehensive financial and administrative reports, and general business correspondence.
- Principles, practices, and procedures of grant application, administration, reporting, and auditing.
- Practices of leadership, motivation, team building, and conflict resolution.
- Principles and practices of business and public administration as applied to the operation unit or assigned program.
- Administrative principles and methods, including goal setting, planning, program and budget development and implementation.
- Records management principles and practices.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Supervise, coordinate, and oversee unit activities.
- Supervise, coordinate, and perform responsible and difficult administrative work involving the

use of independent judgment and personal initiative in assigned area.

- Audit a variety of documents, procedures, and reports.
- Analyze, balance, interpret, and reconcile financial reports and transactions.
- Recognize proper authorization and documentation for disbursements and other transactions.
- Plan, organize, coordinate, and supervise the administration and production of payroll for a municipal government organization.
- Analyze, interpret, draw conclusions, summarize, and present administrative and technical information and data in an effective manner.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Recommend and implement goals, objectives, practices, policies, procedures, and work standards.
- Gain cooperation through discussion and persuasion.
- Prepare clear, concise, and complete reports and other written material.
- Maintain accurate records and files.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Attend, represent the department, and make presentations at Council, interagency committees, and other meetings.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- 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

A combination of education and experience which would provide the required knowledge and abilities is qualifying. Note: education may not fully substitute for the required experience unless expressly stated herein.

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in accounting, finance, economics, business or public administration, or a closely related field;

AND

Four (4) years of increasingly responsible professional governmental accounting and auditing experience. At least two (2) years of the four (4) years' experience must have included lead or supervisory duties over professional staff performing governmental accounting duties.

Licenses and Certifications

- Some positions may require the ability to obtain and maintain, a valid California Class C Driver License and a satisfactory driving record. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; the ability to operate a motor vehicle to visit various City sites and attend off-site meetings; vision to read printed material and view a computer screen; hearing and speech to communicate in person, before groups, and over the telephone; finger dexterity to operate standard office equipment and access, enter, and retrieve data using a computer keyboard and calculator; the ability to bend, stoop, kneel, reach, and push and pull drawers open and closed to retrieve and file information; and occasionally lift, carry, push, and pull materials and objects up to 20 pounds to perform the required job functions. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

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 individuals in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Employees may be required to work evenings, weekends, and holidays, as well as participate in afterhours on-call assignments.

All City of Rocklin employees are designated as Emergency Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department and/or City.

This class specification should not be construed to imply that these requirements are the exclusive standards of each position as not all duties are necessarily performed by each incumbent.

Adopted	December 2021
Revised	
FLSA	Exempt
Salary Schedule	Management/Range 16