



CITY OF ALBANY ACCOUNTING SUPERVISOR

Under general direction, performs complex professional accounting work, including auditing, analyzing, and verifying fiscal records and reports, preparing financial and statistical reports, providing information to City staff regarding practices and procedures, and reconciling general ledger accounts; supervises, directs, coordinates and monitors technical and clerical accounting staff; prepares the City's annual budgets; prepares year-end audit reports and schedules; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Finance Director. Exercises direct supervision over technical and clerical accounting staff.

Class Characteristics

This is a supervisor classification responsible for performing the full range of routine and complex departmental accounting and record keeping programs. Incumbents exercise a high degree of independent judgment on diverse and specialized accounting projects and has significant accountability and ongoing decision-making associated with the work. This class requires the use of tact, discretion, and independent judgment. Successful performance of the work requires thorough knowledge of governmental accounting practices and procedures, municipal fund accounting, grants accounting and compliance, revenue auditing and tax compliance, and fiscal management. The Accountant is distinguished from the Accounting Supervisor position in that the latter is responsible for the organization, assignment, and review of the work of a team in one or more functional areas of the Finance Department. This class is distinguished from the Finance Director in that the latter has overall supervisory responsibility for professional and accounting staff and operations.

Examples of ESSENTIAL 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.

- Performs complex professional and technical accounting work in the administration and implementation of the City's financial, revenue, budget, auditing, and accounting programs, including financial report development, budget monitoring, forecasting, financial analysis, reimbursement billings, and grants accounting.
- Supervises, directs, coordinates, and monitors technical and clerical accounting staff; assign work activities and projects; monitors work flow; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
- Participates in the selection of accounting staff; provides or coordinates staff training; works with employees to correct deficiencies.
- Oversees and coordinates monthly and year-end general ledger closing; prepares journal entries with proper documentation; posts and balances general ledger accounts; ensures compliance and accuracy in accordance with generally accepted accounting procedures and principles for government organizations utilizing a computer-based financial management system.
- Performs the monthly accounting cycle, including bank reconciliation, journal entries, preparing general ledger, balancing cash accounts, and running and distributing revenue and expenditure summaries.

- Performs professional accounting work in accordance with a prescribed automated and manual accounting system, generally accepted accounting principles (GAAP), and Governmental Accounting Standards Board (GASB).
- Prepares and assists in overseeing the annual budget process and the preparation of the budget document and other related documents; monitors budget appropriations by fund and department.
- Maintains the general ledger chart of accounts and assigns project codes as required for new grants and activities.
- Prepares monthly, semi-annual, and annual reports for City Council meetings, including the City Treasurer's reports.
- Prepares federal and state tax returns and other reports as required by state and federal laws.
- Directs year-end closing of accounting records; prepares reports and work papers for annual audits; assists auditors in the review of the financial activity; assists in the preparation of the Comprehensive Annual Financial Report (CAFR).
- Compiles accounting data and develops financial information as requested; conducts fiscal analysis and studies; develops and implements accounting systems, controls, and reporting procedures.
- Coordinates and prepares a variety of financial reports for grant programs and capital improvement projects; ensures compliance with various granting agency requirements and restrictions.
- Maintains accounting and financial reporting systems and procedures.
- Prepares and monitors the annual operating budget; assists operating departments in monitoring their departmental budgets.
- Prepares and monitors the Capital Improvement Plan budget.
- Provides professional and administrative assistance to the Finance Director; researches, compiles, and prepares financial and administrative documents.
- Recommends goals and objectives and assists in the development of policies and procedures for the Finance Department.
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- Performs related duties as assigned.

Knowledge of:

- Modern principles, practices, and methods of public and governmental accounting and finance, including program budgeting and auditing and their application to municipal operations.
- Governmental fund accounting, governmental accounting principles, and general bookkeeping practices and procedures.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to municipal financial operations.
- Financial auditing principles and techniques.
- Accounting for governmental grants.
- Contract administration procedures and practices.
- Research and reporting methods, techniques, and procedures.
- Technical report writing and preparation of correspondence.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Effective methods of communication both verbally and written.
- Methods and techniques of computer software pertaining to the preparation of graphic and tabular data in printed and live presentations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Principles and practices of payroll processing.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.

- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Ability to:

- Analyze financial data and draw sound conclusions.
- Perform a wide variety of administrative duties, projects, and detail work with minimal supervision.
- Evaluate and develop improvements in operations, procedures, policies, and methods to streamline and maximize efficiency within the department.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Interpret, apply, and ensure compliance with Federal, State, and local policies, procedures, laws and regulations.
- Conduct research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- 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.
- Follow department policies and procedures related to assigned duties.
- Use an electronic calculator by touch; make arithmetic calculations.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Maintain strict attention to detail under deadlines.
- Perform a wide variety of administrative duties and projects with minimal supervision.
- Oversee and manage computerized financial management systems.
- Supervise, organize, and review the work of assigned staff involved in technical and clerical accounting functions.
- Participate in the selection, training, motivation, and evaluation of assigned staff.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Education and Experience

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

A Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration, or a related field, and five years of increasingly responsible professional experience in accounting, preferably in a public agency, including two years of experience in a lead or supervisory capacity; or a Master's degree in accounting, business administration, or a related field, and prior governmental fund accounting experience.

Licenses and Certifications

Valid California Driver's License.

Certified Public Accountant (CPA) License is desirable.

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 City 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 and carry materials and objects weighing up to 25 pounds and push and pull materials and objects weighing 10 pounds or less with the use of proper equipment.

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.

Special Requirements

Positions in this classification require a willingness and ability to work flexible hours, including to attend occasional off hours meetings.

Positions in this classification requires the ability to complete and pass a 10-year employment history verification, which will include fingerprinting and a Criminal History Records Check (CHRC) prior to being considered for this position. This status must be maintained for the duration of employment with the City of Albany.