



JOB DESCRIPTION

JOB TITLE:	Accounting Supervisor	FLSA:	Exempt
DEPARTMENT:	Comptroller	GRADE:	M2
REPORTS TO:	Comptroller	DATE:	10/06/2016

SUMMARY OF JOB PURPOSE:

Responsible for supervising the maintenance of the accounting and payroll systems and reporting on a current basis the activities of all funds of the County; performs professional accounting work in a specialized area requiring the application of accounting principles, theories, and methods in accordance with established accounting procedures.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Supervises assigned staff including hiring, directing, training, and doing performance evaluations.
- Prepares and reviews accounting and payroll records in accordance with established accounting principles.
- Assists management in developing, monitoring, and analyzing operating and capital budgets; coordinates activities as necessary to prepare and review budget requests and justifications; reviews revenue and expenditure trends.
- Prepares/reviews/oversees accounting processes, general ledger maintenance and journal entries, monthly/quarterly/annual reports, and month and year-end close of the financial reporting system.
- Oversees the preparation and distribution of the bi-weekly County payroll and weekly accounts payable and reports; including timely filing of various reports.
- Reviews grant applications for fiscal impact and accuracy; and maintains grant files including performing grant monitoring, balancing, reimbursements, and reporting.
- Oversees and supports various projects as needed and participates in the administration of department programs or selected phases of such programs.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.



ACCOUNTING SUPERVISOR

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Bachelor's degree in accounting, finance, or a related field; AND four (4) years of professional public agency accounting, auditing and financial analysis experience, two (2) years of which were in a supervisory role; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Principles and practices of accounting and financial record keeping.
- Current generally accepted accounting principles as they relate to government and fund accounting and finance practices.
- Financial statement presentation requirements.
- Principles and practices of budget development and administration.
- Applicable State and Federal statutes, rules, codes and regulations.
- Auditing and reconciliation principles and methods.

Skill in:

- Communicating effectively in oral and written forms.
- Planning, assigning, supervising, reviewing and evaluating the work of staff.
- Training staff in work procedures.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Interpreting and applying laws and ordinances.
- Performing mathematical calculations with speed and accuracy.
- Preparing forecasts.
- Dealing tactfully and courteously with those contacted in the job.
- Preparing clear, concise and understandable reports.
- Operate personal computers proficiently, including word processing and spreadsheet applications e.g. Word, Excel.
- Exercising sound independent judgment within established procedural guidelines.
- Performing complex professional level accounting and budgetary assignments, including auditing a variety of internal documents, procedures and reports.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



ACCOUNTING SUPERVISOR

Skill in: (continued)

- Maintaining confidentiality.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- None.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in an office setting; stamina to sit for an extended period of time; strength to lift and maneuver materials and equipment weighing up to 20 pounds; vision to read printed materials and computer screen; and hearing and speech to communicate in person or over a telephone.