

SUPERVISING ACCOUNTANTDEFINITION

Under direction of the Assistant Director of Finance and Management Services, supervises, establishes, coordinates and maintains general accounting systems in order to provide financial information for City Management and outside sources in accordance with generally accepted accounting principles and legal requirements.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Develops, maintains and improves accounting systems to record and control city assets based on established departmental budgets, Council minutes, management directives, grants and contracts. Provides reliable and timely financial information to management, government officials, and other governmental agencies in accordance with generally accepted accounting principles and the prescribed reporting requirements of the Government Finance Officers Association and California Society of Municipal Finance Officers. Analyses and evaluates accounting procedures and recommends improvements. Supervises, plans, reviews, and approves work performed by division staff; trains and evaluates professional staff as needed. Adjusts accounting records to conform with generally accepted accounting principles; prepares statements, schedules and notes to the financial statements. Studies, evaluates and implements Governmental Accounting Standards Board pronouncements. Coordinates audit service requirements and provides assistance to external auditors. Calculates cost recovery rates; capitalizes city's fixed assets; reconciles ledgers and reports; conducts special studies and calculations. Provides technical assistance to other operating departments on accounting and budget matters. Provides technical assistance and advice to the Accounting Manager. Performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

The work of the class is highly responsible professional accounting work requiring independent action and judgement in making decisions in accordance with local, state, and federal laws and guidelines. This class is distinguished from the Accountant II and Senior Accountant by its responsibility for the City's general accounting systems and supervision of the accounting section.

RECOMMENDED MINIMUM QUALIFICATIONS

Education and experience equivalent to graduation from a four year college or university with a degree in Accounting, Finance, (or related field supplemented by eighteen semester units of accounting), and four years of progressively responsible professional accounting experience two of which must have been in a municipal accounting office, including one year in a supervisory capacity; or any equivalent combination of training and experience which provides the knowledge, skills and abilities listed below.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Federal, State, and local laws affecting municipal finance; accounting principles and practices; cost accounting; municipal accounting and revenue sources; auditing procedures.

Skill in: the utilization of financial related computer application packages.

Ability to: Plan and supervise the work of accounting division staff; train staff; apply professional accounting principles; maintain a complex accounting system; prepare complex financial reports; make arithmetic calculations rapidly and accurately; establish and maintain effective working relationships with other municipal officials, managers, external auditors, employees and the public.

Class title established per Council Resolution No. 88-26,
effective 4-18-88

Revised: 4/95

ADA approved: 10/03

Reviewed: 10/03