

CITY OF RIO VISTA
ACCOUNTING SUPERVISOR

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under the general supervision of the Finance Director, performs a variety of technical and administrative accounting work and applies accounting principles and methods in maintaining the fiscal records and systems of the City. Duties include responsibility for all accounting functions including maintaining subsidiary and general ledgers, auditing and internal controls, analyzing financial position, preparing budgets, recording fixed assets, reconciling accounting records, reviewing journal payment vouchers, reviewing and auditing payroll, managing accounts receivable and payable, and other related accounting work. This position is designated as Fair Labor Standards Act (FLSA) Exempt.

SUPERVISION RECEIVED:

The Accounting Supervisor works under general supervision of the Finance Director.

SUPERVISION EXERCISED:

The Accounting Supervisor provides training and supervises accounting staff, clerical and technical personnel as assigned.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Reviews and audits payroll, accounts payable, receivables, grants, utility billing, cash receipts and reconciles sub-ledgers to the general ledger.
- Posts sub-ledgers to the general ledger and posts reconciling journal entries to balance and closes the general ledger each month. Creates and maintains records on fund balances by individual fund and computes fund balances.
- Supervises accounting technical and clerical staff.
- Performs a wide variety of general accounting functions including preparation, review, and approval of journal entries, year-end closing process, schedules and reports, debt schedules, independent audit coordination, assists auditors from other agencies, budget monitoring, and chart of accounts control.
- Makes recommendations, develops policies and procedures, and participates in development and implementation of accounting systems, internal control systems and other processes using the City's financial management software.

ACCOUNTING SUPERVISOR

Page 2

- Prepares and assists with completion of the annual Streets Report, State Controller's Report, and the Comprehensive Annual Financial Report.
- Provides and maintains excellent customer service relating to departmental responsibilities assisting City officials, staff, vendors and the general public.
- Performs financial studies and analytical and statistical reports.
- Maintains subsidiary fixed asset ledger.

PERIPHERAL DUTIES:

- May provide periodic backup to accounts payable, payroll, and other related positions and performs other duties as assigned.

WORK CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification)*

Education and Experience:

Graduation from an accredited college or university with a bachelor's degree in accounting, finance, business or public administration, and four (4) years of accounting or municipal finance experience. Public agency experience and a master's degree in finance, accounting, public or business administration or a CPA is highly desirable.

License/Certificate:

Possession of, or the ability to obtain, a valid class C California driver's license may be required for some positions.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KSA's necessary to perform essential duties of the position)*

Knowledge of:

Current governmental accounting theory, principles and practices; internal control procedures; management information systems and financial management software applications; payroll and accounts payable functions; budgetary accounting and reporting systems, Governmental Accounting, Auditing and Financial Reporting (GAAFR), Generally Accepted Accounting Procedures (GAAP), and Governmental Accounting Standards Board (GASB) announcements.

Ability to:

Analyze and prepare complex financial reports; maintain efficient and effective financial systems and procedures; accurately account for City funds; analyze budgets and perform analysis of budget impact on fund balances to communicate effectively orally and in writing; establish and maintain effective working relationships with employees, City officials, vendors and the public; operate listed tools and equipment; accurately record and maintain records; analyze fiscal, budgetary or administrative problems and propose solutions; read, interpret and understand complex rules, regulations and ordinances; work independently; analyze and review organizational and management problems and recommend and implement effective courses of action; draft and edit reports and various documents; learn, interpret and apply City policies, procedures, rules and regulations; perform advanced level research and project management; elicit cooperation of others; properly interpret and make decisions in accordance with laws, rules, and policies and to assimilate and understand information consistent with essential job duties; think clearly and work well under normal and high pressure situations; make sound judgments in a manner consistent with essential job duties.

Skill to:

Operate an office computer and a variety of spreadsheet, accounting program and software applications.

PHYSICAL DEMANDS:

The physical demands described here 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.

While performing the duties of this job, the employee is frequently required to sit and talk and hear, use hands and fingers, handle or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand or walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

Duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.