



Office of Human Resources  
Accounting Supervisor - CV1796  
THIS IS A PUBLIC DOCUMENT

### General Statement of Duties

Supervises professional and professional support accounting staff engaged in daily accounting functions and activities in support of business operations and administration to ensure compliance with fiscal rules and policies in accordance with Generally Accepted Accounting Principles.

### Distinguishing Characteristics

The Accounting Supervisor may oversees a variety of the major duties or responsibilities described within the essential duties section of this job description and performs various elements within those major duties and responsibilities, but the Accounting Supervisor may not oversee all of the essential duties outlined below as this is a citywide classification, which encompasses a wide range of work.

The Accounting Supervisor oversees complex and specialized accounting functions in servicing and supporting an agency or department, or may service and support multiple client groups outside of the organization.

The Accounting Supervisor is distinguished from the Accounting Specialist, which performs specialized accounting work within the Controller's Office to administer financial systems; and, is distinguished from the Senior Accountant, which performs complex and specialized accounting work and assignments and does not supervisor professional accountants or support staff.

The following definitions are meant to assist in distinguishing between the three core concepts of accounting, budgeting, and finance, which are as follows:

- Accounting: Tracks, records, and reconciles financial transactions to ensure consistency and compliance with fiscal rules, and creates reports for historical records, audits, and the evaluation of financial processes and transactions.
- Budgeting: Tracks, monitors, and projects expenditures, allocates funds, oversees assets, and prepares justifications and reports with regard to a specific organizational budget and associated business needs.
- Finance: Researches, analyzes, calculates, and compiles financial data, prepares reports for business decision making, determines best use of financial resources, which includes determining interest rates, investments, and managing cash and debt.

### Essential Duties

Supervises professional and professional support accounting staff engaged in daily accounting functions and activities in support of business operations and administration in the areas of financial transactions, contract accounts, purchasing activities, ensuring accuracy of journals and reporting, tracking grants, auditing records, overseeing assets, and overseeing special accounting projects to ensures compliance with fiscal rules and policies.

Ensures accounting transactions are performed, reconciled, recorded, and reported within established policies, procedures, and fiscal rules.

Reviews and interprets new legislation and statutes, determines impacts to business operations, and implements changes to ensure fiscal compliance in accordance with Generally Accepted Accounting Principles.

Manages and coordinates accounting and financial activities to improve processes, performance, and facilitates studies and projects.

Subject matter expert in the area of accounting functions and activities in guiding management in decision making and acts as a liaison in guiding other agencies and departments in fiscal matters.

Reviews, develops, or modifies work plans, methods and procedures, determines work priorities, and develops work schedules to provide adequate staff coverage. Provides work instruction and assists employees with difficult or unusual assignments. Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

Conducts hiring interviews and selects candidates for job openings.

Resolves problems and mediates conflicts encountered during daily operations, and determines appropriate solutions, while promoting teamwork. Encourages regular communication and informs staff of relevant business issues.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Develops and implements training plans and programs.

Documents causes for disciplinary action, initiates letters of reprimand, and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses.

By position, initiates, coordinates, and executes vendor contracts.

By position, participates in planning and managing budget systems; prepares and presents budget recommendations; operates within budget parameters; and, adjusts work plans and activities as a result of budget changes.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### **Level of Supervision Exercised**

Supervises two or more professional accountants; and, may supervise additional support staff.

### **Competencies**

**Delivering Results** - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

**Financial Management** – Recommends, administers, allocates, reallocates, negotiates, and monitors revenue and/or expenditures to ensure cost-effective management of programs, projects, and policies for a functional and/or operational area.

**Influencing** - Collaborates with, persuades and influences others.

**Manages and Organizes Information** – Identifies a need; gathers, organizes, and maintains information; determines its importance and accuracy, and communicates it by a variety of methods.

Mathematical Reasoning – Solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques.

Planning and Evaluating – Organizes work, sets priorities, determines resource requirements; determines short-term and long-range goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress, evaluates outcomes.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

### Knowledge & Skills

None

### Education Requirement

Bachelor's Degree in Accounting, Finance, or Business Administration.

### Experience Requirement

Three (3) years of full performance level professional accounting experience reconciling accounting discrepancies, analyzing expenditures, and preparing financial reports.

### Education & Experience Equivalency

No substitution of experience for education is permitted.

Additional appropriate education may be substituted for experience requirements.

### Licensure & Certification

None

### Working Environment

Subject to many interruptions.  
Pressure due to multiple calls and inquiries.

### Level of Physical Demand

1-Sedentary (0-10 lbs.)

### Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Accommodation: Ability to bring objects into focus.

Balancing: Maintaining equilibrium.

Bending: Bending or positioning oneself to move an object from one level to another.

Carrying: Transporting or moving an object.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Kneeling: Assuming a lowered position.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Reaching: Extending the hands and arms or other device in any direction.

Repetitive motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Talking: Communicating ideas or exchanging information.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Walking: Ability to move or traverse from one location to another.

### Background Check Requirement

Criminal Check

Employment Verification

Education Verification

### Assessment Requirement

Professional Supervisor

### Probation Period

Six (6) months.

### Class Detail

**Pay Grade: V-813**

**FLSA Code: Y**

**Established Date: 9/21/2018**

**Established By: LS**

**Revised Date:**

**Revised By:**

**Class History:**