



---

34009 ALVARADO-NILES ROAD  
UNION CITY, CA 94587  
(510) 471-3232

## **SUPERVISING ACCOUNTANT**

### **DEFINITION**

Under general supervision, manages complex financial functions, including accounting, revenue collection and cash management; supervises and coordinates the work of assigned staff. Performs other related work as required.

### **EXAMPLES OF DUTIES**

- Plans, coordinates and supervises the work of staff engaged in accounting functions such as payroll, billing, accounts payable, accounts receivable, general ledger, grants accounting, revenue accounting, and other departmental functions such as purchasing, central stores, mail and data processing support services.
- Develops and implements accounting and reporting policies and procedures.
- Supervises and participates in the preparation and analysis of various financial statements, schedules and reports.
- Establishes, monitors and assesses financial systems, controls and reports in compliance with accounting procedures, laws, ordinances and other regulations and agreements.
- Develops goals, objectives, procedures and standards; determines priorities, staff assignments and work methods.
- Conducts a variety of special studies and audits; prepares and may present a variety of detailed accounting analyses, statistical data, feasibility and narrative reports.
- Prepares various financial statements, statistical reports and balance sheets reflecting financial condition and fund balances.
- Coordinates accounting and assigned activities with other divisions, departments and outside agencies; confers with other City departments regarding procedures, policies, reporting requirements and status of accounting and auditing activities.
- Coordinates audit related activities; prepares and provides related documentation.
- Ensures compliance with federal, state and local laws, regulations, codes, etc.
- Serves as Acting Department Head as required.

## **SUPERVISING ACCOUNTANT**

### **EXAMPLES OF DUTIES (continued)**

- Assists in budget preparation and administration.
- Supervises, trains, and evaluates assigned staff.

### **EMPLOYMENT STANDARDS**

#### **Education/Experience**

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited four-year college or university with major course work in accounting.

Experience: Four years of progressively responsible professional accounting experience at least two years of which shall have been in a supervisory capacity. Municipal or government accounting experience is desired.

#### **Knowledge Of:**

Knowledge of principles and practices of general, fund and governmental accounting, including financial reporting and financial statement preparation; principles of budget development and administration; auditing practices and methods; applicable federal, state and local laws; computerized financial systems.

#### **Ability To:**

Ability to effectively plan, organize and supervise financial and accounting management and reporting activities and assigned departmental functions; develop and implement goals, objectives, procedures, and controls for accounting functions; maximize accounting, control and reporting capabilities; interpret, apply and explain established policies, procedures, rules and regulations; coordinate interdepartmental activities; evaluate administrative, legislative, financial and accounting information; coordinate auditing activities; prepare and administer budgets; utilize computer equipment and interpret computerized information; establish and maintain accurate records; prepare clear, concise and accurate reports and financial statements; maintain level of knowledge required for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with employees and the general public; exercise sound independent judgement within established policy and regulatory guidelines; resolve complaints and problems; supervise, train and evaluate staff.

### **LICENSE**

Selected positions may require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.