

## Class Title: Accounting Supervisor

### **BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Oversees the development and management of budgets. Provides accounting support. Implements and monitors automated accounting systems, accounting procedures and internal controls. Becomes involved in customer and event presenters relations, box office staffing and event settlement. Supervises personnel and assists with employee selection, staff training and development and performance evaluations. Administrates city contracts. Implements city policies and procedures.

### **ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Oversees the development and management of budgets by analyzing accounts, developing and reviewing the entry of information, approving journal entries, purchasing requisitions, invoices, accounts receivable and cash receipts, participating in decision making of budget initiatives, coordinating the gathering of data with the supporting staff, generating reports and reconciliations, approving expenditures in the system, generating updates of revenue and expense projections throughout the year and acting as a liaison to monitor and coordinate the funding and completion of capital and special projects with other city departments.
2	S	Provides accounting support by preparing revenue and expense reports with spreadsheets, checks, reconciliations of bank statements, cash balance reports and the annual tax return, adjusting and closing ledger entries, reconciling subsidiary accounts, approving payroll and collections, supervising the submission of net revenue and admission taxes, ensuring compliance with accounting laws and supplying personnel with financial information as requested.
3	S	Implements and monitors automated accounting systems, accounting procedures and internal controls by developing workflow processes to ensure compliance with internal controls, updating software to ensure efficiency and working with both city and independent auditors to ensure compliance.
4	S	Becomes involved in customer and event presenters relations, box office staffing and event settlement by monitoring staff levels, executing event settlements with the director of events at a particular facility, verifying the proper recording of event settlements in the accounting system, keeping current with the Ticketmaster system and working closely with the box office personnel to ensure good customer service with patrons and event presenters.
5	S	Supervises personnel and assists with employee selection, staff training and development and performance evaluations by serving on interview panels, coordinating assignments, monitoring work performance, hiring new employees, coordinating enrollment of staff in training programs and participating in team building and reorganization processes.

**CSC Adopted: October 2001, CSC Revised: July 2015**

Physical Strength Code	ESSENTIAL FUNCTIONS	
6	S	Administrates city contracts by processing payments against contracts and assisting in the negotiation and development of contracts as needed.
7	S	Implements city policies and procedures by reviewing departmental policies regarding accounting, cash handling and inventory and administering general accepted accounting procedures.

**CLASS REQUIREMENTS:**

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Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Three years as an accounting lead or supervisor within a local government, nonprofit organization or related industry; or an equivalent combination of education and experience.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read legal contracts, ordinances, leases, financial reports and budgetary instructions.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as basic accounting.
Writing	Work requires the ability to write budgetary narratives, accounting manuals, collection procedures, audit responses and correspondences.
Managerial	Managerial responsibilities include developing and implementing work tasks, work flow, internal controls, organizing teams and implementing cross training activities.
Budget Responsibility	Oversees budget preparation of bureau budget and reviews and approves expenditures of significant budgeted funds for the bureau and may research and prepare recommendations for city-wide budget expenditures.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required.

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**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	R	Copier, fax machine, access supply cabinet, filing
Sitting	C	Computer, desk work, meetings
Walking	F	Inter-office, to/from meetings, to/from office equipment
Lifting	R	Files, report binders
Carrying	O	Files, report binders
Pushing/Pulling	N	
Reaching	N	
Handling	O	Files, report binders, office supplies
Fine Dexterity	C	Computer keyboard, calculator, writing
Kneeling	R	Files, report binders
Crouching	R	Files, report binders
Crawling	N	
Bending	O	Filing in file cabinet drawer
Twisting	N	
Climbing	N	
Balancing	N	
Vision	C	Computer, desk work, meetings, writing, reading
Hearing	C	Telephone, co-workers, supervisor, meetings
Talking	C	Telephone, co-workers, supervisor, meetings
Foot Controls	N	
Other (specify)	N	

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**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, printer, fax machine, copy machine, telephone, calculator, Standard Microsoft Windows and Office software, QuickBooks Pro, AFIN, Advantage, Internet

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	R
Noisy/Distracting Environment	N
Other (see 3 below)	N

- (3)