REVISED: JAN 2006 JOB CODE: 1508ME

UNIT: MECO

### SUPERVISING ACCOUNTANT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.

### **DEFINITION**

Under general supervision, performs and supervises a variety of professional accounting duties in support of the City's financial accounting systems; records financial transactions; conducts financial analyses and participates in budgeting functions; prepares, maintains and reviews financial records and reports; and performs other related work as assigned.

**EXAMPLES OF DUTIES** - Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

Performs a variety of accounting duties in support of the City's financial accounting systems; analyzes and reviews a variety of revenue sources, expenditures and fund balance projections for budget preparation and implementation; assigns, reviews, trains and supervises work of clerical, technical or professional staff in making ledger entries, reconciliations, maintaining payroll records and performing other work; prepares audited financial statements; prepares and reviews journal entries for all funds; participates in the posting, balancing and reconciliation of the general ledger and subsidiary accounts; reviews and reports status of funds to program managers; ensures all transactions comply with accepted accounting practices; prepares a variety of detailed and analytical accounting, statistical and narrative reports and accounting summaries; monitors and prepares financial reports on City grants; devises accounting methods, procedures, internal controls and general systems for all housing programs; maintains and controls the master chart of accounts; assists in the annual closing of the City's financial records and in the compilation and review of the annual budget; and performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS**

# Knowledge of:

Operations, services and activities of accounting programs including financial reporting.

Principles, practices and theories of governmental accounting.

Principles and practices of general ledger preparation, maintenance and reconciliation.

Methods and techniques used in governmental accounting, public finance administration and budgeting.

Principles and procedures of financial record keeping and reporting.

Mathematical concepts involved in collecting, interpreting and analyzing numerical data.

Modern office procedures, methods and equipment including computers and supporting word processing and spreadsheet applications.

Basic principles of supervision, training, and evaluation.

Software applications utilized in accounting programs.

Pertinent federal, state and local laws, codes and regulations.

#### CITY OF OCEANSIDE

**Supervising Accountant** (Continued)

#### Ability to:

Perform professional level accounting duties in accounting and financial reporting.

Interpret and explain City policies and procedures related to finance.

Research data and prepare clear and concise financial reports.

Examine, complete and analyze detailed financial documents, forms and records.

Operate office equipment including computers and supporting word processing and spreadsheet applications.

Work independently in the absence of supervision.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

### **Experience and Training Qualifications**

#### **Experience**:

Five years of increasingly responsible professional accounting experience including one year of lead supervisory responsibility.

#### Training:

A Bachelor's degree with major course work in accounting, business administration or a closely related field.

## **WORKING CONDITIONS**

#### **Environmental Conditions:**

Office environment; exposure to computer screens.

#### **Physical Conditions:**

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time; near visual acuity for operating computerized accounting systems.