

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

ACCOUNTING SUPERVISOR

Civil Service Status:	Open Competitive	Bargaining Unit:	Non-Represented Employees
Probationary Period:	One Year	Approved by City Council:	3/16/09
Classification Series:	Finance	Resolution No.:	2009-24
FLSA Status:	Non-Exempt		

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 direction of the Director of Finance this mid management position, supervises the City and the Redevelopment Agency's accounting operation functions which includes payroll, accounts payable, accounts receivable, reviewing payroll records and preparing related reports and tax forms day to day activities of the accounting division of the Finance Department; coordinates assigned program activities with other programs and outside agencies and organizations; provides professional, administrative and technical financial support to the Finance Department; may assume full responsibility for department activities in the absence of the Director of Finance; and does other work as required.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Plans and supervises the operation of the accounting function as a primary duty including but not limited to the responsibility for payroll; and accounts payable, accounts receivable, fixed assets, employee benefits, grant accounting, and Redevelopment Agency accounting;
- Analyzes and recommends revisions to accounting procedures;
- Prepares reports for the federal, state and county government;
- Discusses and resolves budget issues with appropriate staff;
- Implements adjustments as necessary; maintains the accounting system;
- Provides liaisons to City and CDC auditors.
- Supervises, trains and evaluates personnel;
- Prepares financial and operation reports;
- Review monthly bank reconciliations to ensure accuracy and timelines;
- Perform quality control activities including journal entry and cash disbursement reviews;
- Prepare or assist in the preparation of items relating to the comprehensive Financial Report including transmittal letter, management's discussion analysis and statistical section;
- Participates in budget preparation and administration;
- Assists in the administration of service contracts;
- Serves as a resource for assigned program activities;
- Accountable for the accurate and efficient recording of financial transactions;
- Provides information and resources to City officials, programs and other organizations as is appropriate;
- Assumes responsibilities for ensuring the duties of position are performed in a safe efficient manner;
- Performs other related duties as assigned or as situation requires;

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MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- The principles and practices of governmental fund accounting, including payroll, employee benefits, fund management, budgeting and reporting;
- Federal, state and local laws, codes and regulations regarding financial reporting and audits;
- Principles of supervision, training and performance evaluation;
- Budgetary processes, controls and systems;
- Laws and regulations relating to purchasing in a municipality;
- Techniques in the preparation of complex financial reports and analyses;
- Applications and principles of data processing and automated accounting and payroll systems;
- State and Federal grants administration.
- Experience in Redevelopment accounting and reporting;

Skills:

- Skills in word processing general correspondence, spreadsheets, and reports using a personal computer and software applications;

Ability to:

- Plan, supervise and administer the operation of complex financial activities;
- Supervise, train and evaluate professional, technical, and clerical employees;
- Prepare accurate, clear, concise, complete and accurate financial statements, schedules, and reports;
- Analyze, interpret and explain program policies and procedures;
- Develop, revise, install and utilize manual and automated accounting systems and procedures;
- Prepare varied and complex financial statements and reports;
- Identify and implement proper internal controls over cash receipts, cash disbursements and payroll activities;
- Communicate effectively both verbally and in written form;
- Respond in a timely and accurate basis to public inquiries and complaints in a courteous and tactful manner;
- Foster a teamwork environment;
- Establish and maintain effective working relationships with employees, public officials and the public in the course of work;
- Effectively handle irate customers;
- Maintain professionalism in attitude, attire, relationships, work product and confidentiality;
- Understand and interpret provisions of the municipal code, MOU's, Administrative Policies and Departmental Rules and other City Policies related to job duties;

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(Continued)

- Review and evaluate employee's job performance;
- Effectively supervise subordinates;
- Foster a teamwork environment;
- Plan, organize and prioritize work duties and assignments;
- Lead, coach, instruct and motivate employees;
- Provide leadership;
- Provide work instructions;
- Initiate, recommend and carry out personnel actions as required;
- Organize, assign, schedule and delegate workload among employees;
- Speak before groups of people;
- Effectively managed workplace diversity issues in a diverse organization;
- Work necessary hours and times to accomplish goals, objectives and required tasks;
- Deal with all levels of employees and the public;
- Initiate and accomplish work in a timely manner;
- Assume responsibility for providing effective customer service;
- Assume responsibility for maintaining a safe working environment;
- Handle confidential information with discretion;
- Work overtime as requested;

Education and Experience Guidelines – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Graduation from an accredited college or university with a bachelor's degree in accounting, finance, business administration, public administration, or other closely related field.

Experience:

Four (4) years of increasingly responsible experience in financial environment including two years in a supervisory capacity and two years of experience in governmental accounting.

License:

A valid California Class C Driver's License and a satisfactory driving record.

Physical Requirements:

Must meet approved physical and pre-placement medical standards for the position.