

CITY OF SIMI VALLEY

ACCOUNTING SUPERVISOR

*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.*

SUMMARY DESCRIPTION

Under general direction, supervises and coordinates assigned accounting activities and operations within the Fiscal Division of the Administrative Services Department; coordinates assigned activities with other divisions, outside agencies, and the general public; and provides highly responsible and complex staff assistance to the Deputy Director/Fiscal Services.

REPRESENTATIVE 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.

1. Coordinate the organization, staffing, and operational activities for assigned accounting activities and operations.
2. Participate in the development and implementation of goals, objectives, policies, and priorities for assigned areas of responsibility; recommend and implement resulting policies and procedures.
3. Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate management staff; implement improvements.
4. Select, train, and motivate assigned accounting personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
5. Direct, coordinate, and review the work plan for assigned accounting functions, services, and activities; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems; ensure work is performed accurately and that timelines are met; ensure compliance with IRS, EDD, PERS, and related regulations; ensure timely filing of reports, tax returns, and related items.
6. Oversee invoicing and customer collections, including processing of statements, dunning notices, collection agency referrals, and bankruptcy notices for City Departments.
7. Perform professional accounting activities; oversee and perform complex reconciliations and analyses; post information for assigned accounting activities into the general ledger.
8. Audit bank reconciliations.
9. Oversee, review and prepare a variety of journal entries, including accounts receivable aging analyses; audit and post cash receipts.
10. Manage the maintenance, modification, operation, and implementation of assigned module(s) on the City's Enterprise Resource Planning (ERP) System; identify and resolve ongoing functional and technical issues; coordinate and test system modifications; recommend operational and procedural changes to the system as necessary.
11. Test complex system upgrades on a quarterly basis; analyze data to determine impact on assigned module(s).

12. Provide technical support to end users; respond to end user requests for information on system use; investigate, troubleshoot and resolve end users problems; develop, coordinate, and test system modifications to address user needs; maintain system and end user documentation and procedures; coordinate and conduct training sessions as necessary.
13. Provide staff assistance to the Deputy Director/Fiscal Services; participate on a variety of committees; prepare and present staff reports and other correspondence as appropriate and necessary.
14. Coordinate assigned accounting activities with other departments, divisions and outside organizations.
15. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of professional accounting.
16. Perform related duties as required.

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:

Operational characteristics, services, and activities of assigned accounting programs and functions.
Modern and complex principles and practices of general and fund accounting.
Methods and techniques of financial auditing.
Principles and procedures of financial record keeping and reporting.
Methods and techniques of governmental accounting and finance practices.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, databases, and other specialized applications related to area of assignment.
An Enterprise Resource Planning (ERP) System.
ERP processing requirements and software configurations.
Principles of supervision, training, and performance evaluation.
Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Supervise, direct, and coordinate the work of lower level staff.
Select and train assigned staff.
Interpret and apply applicable federal, state, and local laws, codes, and regulations.
Interpret and apply administrative and departmental policies and procedures.
Prepare clear and concise reports.
Identify and implement applicable procedures.
Maintain and prepare a variety of complex financial statements, reports, and analyses.
Analyze and interpret complex financial and accounting records.
Operate office equipment including computers and supporting word processing, spreadsheet, database, and other specialized applications related to area of assignment.
Adapt to changing technologies and learn functionality of new equipment and systems.
Perform information services system troubleshooting as required.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - Any combination of education 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:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, public or business administration, or a related field.

Experience:

Four years of responsible professional accounting experience including one year of administrative and/or lead supervisory experience. Experience working with an Enterprise Resource Planning (ERP) System is highly desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting; exposure to computer screens.

Physical: Primary functions require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including extensive use of a computer keyboard and 10-key calculator.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

Approved: June 2003
Johnson & Associates

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