

**CITY OF EMERYVILLE
MANAGEMENT OF EMERYVILLE SERVICES AUTHORITY**

CREATED: AUGUST 2008
REVISED: JANUARY 2018
TITLE: ACCOUNTING SUPERVISOR

FLSA Status: EXEMPT
Job Code: 1158

DEFINITION:

To plan, organize, assign, direct, review, and participate in all financial functions of the City and the Emeryville Successor Agency; to develop and implement procedures for the accounting and expenditure of City or Agency funds; to direct the preparation of mandated reports; and to train and supervise assigned staff.

DISTINGUISHING CHARACTERISTICS

This is a single position, supervisory classification. The incumbent will perform a variety of supervisory tasks involving simple to complex governmental accounting and reporting. This classification differs from Accountant/Senior Accountant classification in that it provides direct supervision over professional, technical and/or clerical staff, and has responsibility for a broad range of Finance Department and City initiatives that impact revenue streams and overall internal controls.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Finance Director or his/her designee. Exercises general supervision over accounting staff (e.g., accountants, technicians, and assigned clerical staff).

EXAMPLES OF DUTIES - The duties below are illustrative only. They are not meant to be an exhaustive list of all the duties and responsibilities of the classification:

- Supervise the preparation, analysis, and maintenance of administrative, fiscal, and operational accounting records, systems, and reports.
- Direct, review, and participate in accounting for grants, compliance with grant requirements, and draw down of grants.
- Monitor financial management system and reports for accuracy, and assist user departments in the use of such systems.
- Direct the preparation of special financial reports as mandated by federal, state, and City laws, regulations, or ordinances.
- Develop and serve as liaison to business community and other industry contacts with whom the City does business.
- Monitor, evaluate and update Master Fee schedule, including working with City departments on analysis and development of appropriate fees for City services.
- Ensure payment of all properly documented obligations of the City; such as those associated with revenue sharing agreements.

Accounting Supervisor

Created August 2008

Revised January 2018

- Ensure that the general ledger is a proper reflection of current financial activities, including propriety of accounts, internal controls, accounting policies, and petty cash controls.
- Assist in the preparation and administration of the city-wide operating budget and capital budget.
- Assist in the preparation of financial statements and analyses; prepare reports for City Council/committee meetings.
- Liaise within the department and with other departments, auditors, vendors, public agencies, and the public.
- Develop and interpret Finance Department and City policies and procedures.
- Supervise, train, develop, and evaluate subordinate staff.
- Prepare and maintain procedure manuals, records, and reports.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of principles and practices of general municipal government accounting and financial reporting, including Redevelopment/Successor Agency accounting; principles and practices of financial administration including budgeting, revenue collection and financial reporting; modern office practices, procedures, methods and equipment; laws regulating public finance (for municipalities and Redevelopment/Successor agencies); principles and practices of supervision, training and performance evaluation; data processing systems and practices; the English language including correct spelling, punctuation and grammar; effective methods of verbal communication; personal computer systems and associated hardware and software utilized for financial and accounting purposes.

Ability to:

Analyze, interpret and explain department and City policies and procedures; interpret state and federal regulations pertaining to municipal accounting and grant funds; develop and recommend acquisition of automated accounting systems and procedures; assist and train users on automated accounting/financial systems; prepare varied financial statements, budgets, reports and analyses; supervise, train and evaluate assigned staff; communicate effectively both verbally and in writing; establish and maintain effective working relations with those contacted during the course of the work; utilize appropriate computer systems, software and equipment in the performance of the work.

EDUCATION/EXPERIENCE

Any combination of education and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in accounting, finance, business administration or public administration.

Experience: Three years of progressively responsible experience in accounting and/or financial analysis, including one year in a lead or supervisory capacity over technical, professional and/or clerical accounting staff.

Licenses/Certificates: Possession of a valid California Driver's License with a satisfactory driving record OR demonstrates the ability to travel to various locations in a timely manner as required in the performance of duties.

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SPECIAL REQUIREMENTS:

Work is primarily performed in a standard office environment utilizing computer equipment. Incumbent may be required to participate in a variety of evening and weekend meetings requiring the incumbent to lead discussions. Must be able to read small type, numbers and computer monitors, perform data entry, speak clearly and loudly enough in order to be understood in private as well as public settings.