

CITY OF TUALATIN

Classification Description

Job Title: Accounting Supervisor
Department: Finance
Reports To: Finance Director
FLSA Status: Non-Exempt
Prepared Date: 04/30/09

SUMMARY: A professional, supervisory position in the mid-management group which assists the Finance Director in planning, budgeting, organizing and auditing the accounting and financial transactions of the City while supervising Accounting Technicians.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Recruits, selects, supervises, trains, and evaluates technical personnel performing activities in the program areas of accounts receivable/payable, payroll, collections, and purchasing.

Performs advanced professional accounting work in the processing and maintenance of financial data and expenditure controls.

Prepares audits of internal functions and procedures including contracts, purchasing, franchise agreements, business licenses, taxes and other financial activities.

Maintains and ensures the accuracy of journals and ledgers. Prepares, verifies, adjusts and balances control accounts for budget processing.

Collects, compiles, tabulates and analyzes data and accounting procedures. Compiles information for a variety of narrative and statistical reports.

Monitors the fixed asset program and the purchasing function.

Reconciles report discrepancies, bank statements and reports problems.

Responds to inquiries of a research or technical nature. Prepares copies of documents upon request and distributes them as directed.

Reviews vouchers and makes necessary adjustments. Maintains department control records, computer backup tapes, etc.

Assists the public, public officials and other employees in a friendly and courteous manner.

Drives to city facilities, vendors, training programs, and local and regional meetings as necessary.

SUPERVISORY RESPONSIBILITIES: Supervises Accounting Technicians performing in the program areas including but not limited to, accounts receivable, accounts payable, payroll, collections, and purchasing. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

COMPETENCY: To perform the job successfully, an individual should demonstrate the following competencies:

Adaptability - Manages competing demands; Able to deal with frequent change or unexpected events.

Analytical - Designs work flows and procedures. Able to anticipate the affect and effectiveness of procedures.

Cost Consciousness - Develops a budget request that reflects the objectives of the functional areas of the department. Works within the approved budget.

Crisis Management – Maintains a calm atmosphere and effectively handles crisis situations that may occur.

Customer Service - Understands and applies the principles of quality customer service.

Delegation – Appropriately and effectively delegates work assignments; Sets expectations and monitors delegated activities.

Ethics - Treats people with respect; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment. Supports and explains reasoning for decisions; Includes appropriate people in decision-making process;

Oral Communication - Speaks clearly and persuasively in all situations. Demonstrates group presentation skills.

Planning/Organizing – Organizes, prioritizes and plans work activities; Organizes and schedules other people and their tasks. Uses time and resources efficiently.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration; Inspires respect and trust; Recognizes and deals with employee issues/topics.

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress. Completes projects on time and budget.

Quality Management - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.

Safety and Security - Observes, and ensures subordinates observe, safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses, and ensures subordinates use, equipment and materials properly.

Teamwork – Is an effective and cooperative team leader who recognizes each member's responsibilities and balances the workload of the team.

Written Communication - Writes clearly and informatively. Able to read and interpret technical and complex written information.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge: Advanced knowledge of the principles and practices of modernized governmental accounting and of the laws regulating public finance and fiscal operations. Considerable knowledge of the principles and practices of municipal budgeting. Knowledge of investment management and economic theory.

Mathematical Skills & Abilities: Ability to work with mathematical concepts such as probability and statistical inference quickly and accurately. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to analyze accounting and auditing problems and to develop effective controls. Ability to maintain moderately complex financial records and prepare clear and concise reports.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

EDUCATION and/or EXPERIENCE

Bachelor's degree in Accounting and three years of progressively responsible experience performing advanced accounting duties, preferably for a public agency. Recent and extensive experience with a mainframe based financial system. Two years of supervisory experience.

PHYSICAL DEMANDS and WORK ENVIRONMENT: The physical demands and work environment described here 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 functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, infrequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

Duties of this position will be performed in an indoor environment with a quite to moderate noise level. While performing the duties of this position an employee may be subject to frequent interruptions.