



POSITION DESCRIPTION

TITLE: ACCOUNTING SUPERVISOR

REPORTS TO: Finance Manager

GRADE: 12

FLSA: Exempt

CONFIDENTIAL: Yes

SUPERVISORY RESPONSIBILITIES

DIRECT: (Position Titles) Accountant I, Customer Service Representative I and II, Meter Reader/Technician I and II

INDIRECT: None

MINIMUM QUALIFICATION REQUIREMENTS

Unless required by law, experience and education may be substituted for each other upon approval by the General Manager or their designee. Certifications required by law for the position must be obtained within first year in the position.

EDUCATION: Bachelor's degree in Accounting, Business Administration, Finance or related field, or equivalent. Licensed as a Certified Public Accountant or successful completion of the Certified Public Accountant examination or equivalent preferred. Valid California driver's license and proof of insurability are required.

EXPERIENCE: Minimum of five years of progressive accounting and supervisory experience and achievement of the education requirements listed above. Comprehensive ability to effectively utilize a personal computer and related word processing and spreadsheet programs. Proven ability to organize and manage competing priorities; excellent planning skills; demonstrated ability to supervise and provide direction to direct reports. Proficient in the use of automated financial management systems, in the application of generally accepted accounting principles and generally accepted auditing standards. Familiarity with governmental accounting standards and internal control systems.

CONTACT RESPONSIBILITY

INTERNAL: Interaction with Supervisor to receive general direction and review overall work accomplishment; direct reports to provide specific work assignments and review results; all District employees to discuss and resolve accounting and customer service issues.

EXTERNAL: Interaction with auditors to complete the annual financial statement audit; outside consultants to address issues related to accounting and customer service; District customers to address issues related to the payment of amounts owed to the District; vendors to address issues related to the payment of amounts owed by the District.

PHYSICAL REQUIREMENTS

Good hearing, eyesight and speech; excellent ability to communicate, both verbally and in writing; ability to operate and utilize a personal computer and peripherals; able to tolerate periods of continuous sitting; may on an infrequent basis assist with lifting up to 50 pounds.

ENVIRONMENTAL CONDITIONS

Work is primarily performed within an enclosed office setting with lighting and ventilation. Subject to conversational noise from other personnel within the facility, along with standard background noise found in an office environment. Subject to long periods of sitting and exposure to computer screen. When performing work outside the facility, subject to variable weather conditions and possible exposure to heavy equipment, dust, fumes, odor and noise. Appropriate personal safety equipment is provided.

DETAILED DUTIES AND RESPONSIBILITIES - ESSENTIAL FUNCTIONS

This at will position responsibilities include the recording of all accounting transactions (for example: accounts receivable, accounts payable, payroll, job cost, cash receipts) into the District's automated financial management system, to determine that expenditures are properly authorized, within the approved budget, and disbursed from the correct source of funds; to determine that cash received is properly coded as to type; and to reconcile various general ledger accounts and funds during the monthly preparation of the District's financial statements. This position also supervises customer service, meter reading, and other finance staff. A working knowledge and understanding of District safety rules and regulations, as well as active participation in the District's safety programs is necessary. Reliable, stable attendance is required.

% TIME	TASKS
60%	<p>Supervises a staff of employees engaged in the above areas of responsibility:</p> <ul style="list-style-type: none">• Oversees the implementation of goals and policies.• Makes all work assignments and reviews results.• Recommends hiring, termination, promotion and salary increases.• Researches and recommends action on employee issues.• Monitors compliance with sections of the District's Administrative Code referring to accounting run off and customer service policies.• Recommends policy changes regarding department operations and procedures.• Assures successful inter-departmental relationships.• Professionally represents the District.• Operates within budgetary guidelines and assist in budget development for the department.• Effectively manages labor resources and relationships.• Engages department employees in support and understanding of the District Mission Statement and Strategic Plan.
30%	<p>Utilizes knowledge of generally accepted accounting principles to:</p> <ul style="list-style-type: none">• Properly record accounting transactions in the District's automated financial management system.• Prepare monthly reconciliations of all District bank accounts.• Reconcile various general ledger accounts on a monthly basis.• Maintain the fixed asset and depreciation subsidiary ledgers.• Complete various reports and analyses as assigned.• Assist in the preparation of monthly financial statements and the District's annual budget.• Complete the District's annual financial statement audit.• Respond to auditors' request for additional information and performs such research as required to answer auditors' inquiries.• Organize, maintain and assist with implementation of retention requirements for District files and data.

- Make recommendations for procedural changes and the implementation of new internal controls to ensure the safeguarding of District assets.
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DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS

10% Performs all related duties as assigned.