Date Adopted: 6/13/06

CITY OF GLENDORA

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.*

DEFINITION

Under general direction, supervises, plans and coordinates the activities and operations of a division of the Finance Department; coordinates assigned activities with other departments, outside agencies and the general public; provides highly responsible and complex staff assistance to the Accounting Manager and to the Finance Director/City Treasurer; performs related duties as required.

ESSENTIAL JOB FUNCTIONS

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

1. Coordinates the organization, staffing and operational activities for the Finance Department including budget, payroll, accounts payable, purchasing, business license, utility billing, cashiering, and accounts receivable. (a d e f g h i j k l m n o p q r s t)

2. Participates in the development and implementation of goals, objectives, policies, and priorities for the Finance Department; identifies resource needs; recommends and implements policies and procedures. (a d f g i j k l m n o p r t)

3. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures; recommends disciplinary actions; coordinates and approves leave requests; develops and establishes work methods and standards. (a d e g i j k r t)

4. Supervises, coordinates and reviews the projects assigned to the Finance Department; meets with staff to identify and resolve problems; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods and procedures. (a d e f g i j k o q r t)

5. Identifies opportunities for improving service delivery methods and procedures for budgeting, reporting, payroll, accounts payable, purchasing, business license, utility billing, cashiering and accounts receivable; reviews with the appropriate management staff; implements improvements. (a b d e f g i j k l m n o p)

6. Participates in the development and administration of the financial planning budget; forecasts additional funds needed for staffing, equipment, materials and supplies;

directs monitoring of and approves expenditures; recommends adjustments as necessary. (a b d f g h i l n o p q s t)

7. Coordinates assigned services and activities with those of other departments and outside agencies and organizations; provides staff assistance to the department management, other City personnel and the public regarding administrative, fiscal or operational issues, policies or procedures; responds to and resolves difficult inquiries and complaints. (a b c d f g h i j k l m n o p q r t)

8. Prepares and presents staff reports of findings and recommendations as to appropriate action; compiles information and prepares manuals, documents, resolutions, publications or other necessary correspondence relating to administrative, fiscal or operational issues. (a b d i m n o p q s)

9. Conducts assigned projects or program activity; performs research and statistical analysis. (a b d f g h i j k l n o p q r s t)

10. Performs various Risk Management/loss control activities; evaluates liability claims; acts as liaison between claimant, attorneys, and claims administrator; maintains all information related to workers compensation, property, general liability and other City insurances; represents the City in small claims and arbitration hearings; develops a safety program and addresses hazardous situations brought to the City's attention. (a b d e f g h i j k l m n o p q r s t)

11. Assists in the budget development and completion process; provides staff assistance to other departments throughout the budgeting process; enforces compliance with the adopted budget document; coordinates SB 90 mandated costs reimbursement program. (a b d f g h i j k l m n o p q s t)

12. Assists in implementing new data processing applications or equipment and trains and advises assigned staff in its use. (a d e f g i j k l m n o p q r s t)

13. Computes various taxes and fees including hazardous waste, strong motion, sales tax and diesel fuel tax; develops utility rate analyses and projections; develops economic/business cycle and interest rate forecasts. (a b d g i j l m n o p q r s t)

14. May be delegated by the Finance Director the authority to negotiate, process the purchase of, and contract for supplies, equipment, and service needed by City departments not to exceed a specified amount; performs various purchasing activities, reviews purchase orders and related purchasing documents, researches specifications for major purchases and may act as project manager on capital improvement projects ensuring that legal requirements are followed; ensures surplus property is declared and sold. (a b d e f g h i j k l m n o p q r s t)

15. Performs various duties in the Treasury functions; plans, coordinates, and manages the City's/Agency's daily cash flow, investment and reporting program; maintains professional banking and financial market relationships and contacts; prepares

graphs to track all bank/cash activity to project revenue for investment, budget and capital expenditures. (a b d e f g h i j k l m n o p q r s t)

16. May be assigned to duties as the Deputy City Treasurer. (a b c d l m r)

REQUISITE ABILITIES

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

a. Communicate clearly and concisely, both orally and in writing.

b. Research and prepare complex reports on a variety of subjects.

c. Establish and maintain effective relationships with the community at large, the City Council, and other public officials, and professionally represent the City in a variety of meetings.

d. Perform complex professional administrative, accounting and analytical work requiring sensitivity to issues.

e. Train, supervise and evaluate employees.

f. Provide liaison to other City personnel, other agencies and the public.

g. Make decisions regarding operational and personnel functions.

h. Operate programs within allocated amounts.

i. Understand, explain and apply policies and procedures.

j. Analyze unusual situations and resolve them through application of management principles and practices and in accordance with City policies and procedures; analyze problems, identify alternate solutions, project consequences of proposed actions, and implement recommendations in support of goals.

k. Deal constructively with conflict and develop effective resolutions.

l. Plan and enforce a balanced budget.

m. Assists in developing new policies impacting department/City operations and procedures.

n. Interpret financial statements and cost accounting reports; prepare varied financial statements, reports and analyses.

o. Independently analyze data and develop logical solutions.

p. Perform statistical analysis and mathematical calculations.

q. Operate a computer and utilize a variety of software programs; knowledge of automated system capabilities and limitations, including mainframe and personal computers.

r. Respond to emergency and problem situations in an effective manner.

s. Prepare and maintain accurate and complete records.

t. Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

MARGINAL FUNCTIONS

These are position functions which may be changed, deleted or reassigned to accommodate an individual with a disability.

QUALIFICATIONS GUIDELINES

Education and/or Experience *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:*

A Bachelor's degree or equivalent with major coursework in public or business administration, accounting or a related field; at least three years of increasingly responsible experience in accounting work preferably in local government, financial management and budgeting, including one year of supervisory experience. At least one year experience in computerized local governmental accounting, Microsoft Excel and Microsoft Word. A CPA is highly desirable.

Knowledge and Skill Levels

Considerable knowledge of the principles and practices of municipal administration, governmental accounting, auditing, budgeting, purchasing, payroll, utility billing, cashiering, risk management, treasury, investments, accounts receivable, accounts payable, business license; computer applications in administrative functions; pertinent Federal, State and local laws, codes and regulations pertaining to public finance and accounting; principles of research, statistical analysis and report preparation; general office procedures; operation and care of general purpose computer equipment; working knowledge of City policies and procedures; principles and practices of supervision, training and performance evaluation; economic/business cycles and interest rate forecasting; knowledge of Microsoft Excel and Microsoft Word.

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: Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with a variety of City staff and others. At least minimal environmental controls are in place to assure health and comfort.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

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

Revised by *Johnson & Associates LLC* June, 2006