



JOB DESCRIPTION

POSITION	Accounting Supervisor	SAFETY SENSITIVE	No
SALARY RANGE	Range 33	ESTABLISHED DATE	6/20/2007
FLSA STATUS	Exempt	REVISION DATE(S)	8/19/2020
HOURS – FT/PT	Full Time		

SUMMARY

Under direction, supervises, and coordinates the activities and operations within the Finance Department, including accounts payable, accounts receivable, payroll, utility billing, inventory, job costing, fixed asset management, audit, budget, financial reporting, and cash and investment functions. Provides moderate to highly complex assistance to the Director of Finance and other internal departments and outside agencies.

DISTINGUISHING CHARACTERISTICS

This position is characterized by its moderate to high-level knowledge and skills required to perform and supervise the day-to-day operation of the District's financial and accounting systems. This employee exercises moderate authority and independence and is responsible for performing diverse work, which will require strong interpersonal, leadership, communication, and problem-solving skills; the ability to work without extensive supervision; and the ability to prioritize, lead, and manage subordinate staff.

SUPERVISION RECEIVED/EXERCISED

This position receives general direction from the Director of Finance. This position will supervise, lead, and provide training for assigned employees within the Finance Department.

EXAMPLES OF DUTIES

*Job Descriptions are only intended to present a description summary of the range of duties and responsibilities associated with specified position. Therefore, job descriptions **may not** include all duties performed by individuals within the position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.*

Essential Functions:

Financial:

- Performs advanced accounting duties including but not limited the regular analysis, reconciliation, and posting to general ledger accounts and prepares monthly bank reconciliations.
- Prepares accurate, timely periodic and year-end financial statements including balance sheet, income statement, cash flows, supporting ledgers, journals, charts, and graphs.
- Provides inputs for county tax appropriation limits, bond repayment, and completes related reporting requirements.
- Prepares special reports, analytical studies, correspondence, and/or queries for staff, board, and other agencies. Fulfills public information requests.
- Collects and contributes water sale statistics to periodic Water Loss reporting (e.g. SWRCB) and annual AWWA System Water Audit.

Cash Management:

- Performs banking duties, including monitoring cash flow, transferring funds, managing account signatories, tracking payment returns, processes stop payments, managing petty cash, preparing daily bank deposits, and reconciles payments from various sources. Oversees the stale check processing.
- Performs reserve fund duties, including monitoring reserve fund levels, identifying usage, and replenishment needs, and transfers funds as appropriate.
- Prepares and reconciles loan draws and grant reimbursements, including recording and reporting financial status.
- Oversees the tracking and reconciliation of property tax and standby revenues and debt repayments.

Payroll:

- Performs payroll processing functions including but not limited to reviewing timesheet information; preparing disbursements; preparing or coordinating payroll tax deposits and returns; reconciliation of quarterly and annual payroll taxes and reports; managing all payroll related payables, receivables, and reporting such as CalPERS, 457, worker's compensation, State Controller's Compensation in Government Report.
- Assists with interpreting pertinent Federal, state and local laws, regulations, court decisions, and internal policies as needed to ensure payroll compliance.

Budget:

- Prepares District budget and mid-term review by utilizing departmental submissions; forecasting revenues and expenses and/or interpreting rate study data; and prepares salary and benefit budgets in conjunction with Human Resources.
- Prepares budget adjustments as needed to maintain budget accuracy.

Audit:

- Prepares accurate and timely annual reporting including compliance with GASB; provides ledgers, journals, and audit schedules as required (i.e. fixed asset, debt, prepaids). Prepares CAFR as required.
- Coordinates submission and distribution of documents to State Controller and other parties

Internal Controls:

- Assists with the revisions and implementation of Finance Department policies and procedures.
- Performs periodic internal audits of accounting records to assure adequate controls and assists in reviewing effectiveness of controls (i.e., monitors customer account adjustments).

Financial System Management:

- Assists with financial systems management and coordinates the interface between modules to ensure proper flow of data, and assists with procurement of finance-related services and products.
- Creates advanced spreadsheets, assists other departments with development of spreadsheets, and develops PowerPoint presentations for various purposes.

Supervisory:

- Selects, trains, and manages assigned staff; evaluates and reviews work for acceptability and conformance with District standards; provides or coordinates staff training; works with employees to correct deficiencies; participate in discipline and termination procedures; and responds to staff questions and concerns.

Customer Service:

- Assists Customer Service with financial software related issues; provides backup with payment platform and assists with resolving related customer complaints; and troubleshoots technical issues with the billing statement.

Other:

- Attends committee and Board meetings as required.
- Serves as backup during critical absences.
- Communicates tactfully with customers, staff, and other individuals contacted in the course of duties.
- Completes a variety of special projects and performs other duties related to the classification as assigned.

MINIMUM QUALIFICATIONS

The following are representative of the qualifications necessary to perform the essential duties of the position.

Any combination of education and experience which would likely provide the necessary knowledge and abilities may be qualifying.

Experience:

- Six (6) years of increasingly responsible experience in computerized accounting, with three (3) years of governmental accounting in a public agency; and two (2) years of supervisory experience preferred.

Education and/or Training:

- High School Diploma or equivalent;
- Equivalent to graduation from an accredited two-year college or university with major coursework in accounting, finance, business administration, or closely related field. Four-year degree highly desirable.

Certificates, Licenses, Registration:

- A Certification, such as GFOA's Certified Public Finance Officer's Certification or AGA's Certified Government Financial Manager Certification highly desirable.

Other Requirements: Must possess and maintain a California Class "C" Driver's License.

PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS, AND ABILITIES

The following are representative examples of KSA's necessary to perform the essential duties of the position.

Knowledge of:

- Knowledge of general and subsidiary ledger functions and requirements.
- Knowledge of laws, ordinances, statutes, regulations controlling the preparation of and maintenance of accounting records.
- Moderate to advanced knowledge of governmental accounting software.
- Proficient at using 10-key adding machines by touch.
- Solid understanding of basic IT functions and terminology.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Practices in researching issues, evaluating alternatives, making sound recommendations, and preparing and presenting reports.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Modern office practices, methods, and computer equipment and applications.

Skills in:

- Possess strong organizational skills.
- Possess strong computer skills in Word, Excel, and PowerPoint.
- Possess college-level writing skills both in the drafting of technical documents and professional correspondence.
- Possess strong verbal and written communication skills.

Ability to:

- Ability to maintain accurate records.
- Ability to make mathematical calculations with speed and accuracy.
- Ability to read and understand basic accounting terminology.
- Ability to recommend improvements in Accounting Supervisor job-related policies and procedures.
- Ability to responsibly and accurately perform the most skilled financial record keeping functions using independent judgment.
- Ability to type accurately at a minimum of 45 words per minute.
- Ability to understand and carryout verbal instructions.
- Ability to work independently, efficiently and productively when completing work tasks.
- Develop and implement goals, objectives, policies, procedures, and work standards.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Evaluate and develop improvement in processes and procedures.
- Analyze, interpret, summarize, and present administrative information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare technical reports.
- Effectively represent the District with government agencies, community groups, various businesses, and with professional and regulatory organizations.
- Research, analyze, and evaluate new service delivery methods, procedures, and technique.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Oversee and coordinate the maintenance of administrative records and files.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner, organize own work, set priorities, and meet critical deadlines.
- Effectively use computer systems, software, and modern business equipment to perform a variety of work tasks.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Communicate clearly, concisely, and effectively, both orally and in writing and give presentations to small and large groups.
- Travel to attend meetings, conferences, training, and other relevant events.
- Establish and maintain cooperative, respectful, and effective working relationships with those contacted in the course of work, including District employees, officials, vendors, and the general public.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: Subject to reasonable accommodation in accordance with the requirements of the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA), possess the ability to lift and/or carry objects (no greater than 20 lbs.) on an infrequent basis. Ability to bend, twist, turn, push, pull and reach routinely, as well as perform repetitive motion tasks on a regular basis. Ability to sit for extended time periods and use office equipment such as computer terminals, copies, and fax machines on a regular basis. Requires normal range hearing and vision. Ability to stoop, kneel, and crouch occasionally.

Work Environment:

- **Outside:** On seldom occasion standing, walking, climbing may be required during inspection tours of facilities.
- **Inside:** Duties of this position are predominantly conducted indoors, in an office setting or environment.
- **Fumes/Gasses:** Duties of this position are predominantly conducted indoors, in an office setting or environment.
- **Noise/Vibration:** Noise levels expected of an office or indoor setting are expected.

Equipment Use: Standard office equipment such as computer hardware and peripherals, binding machines, copy machines, scanning machines, fax machines, and telephone.

Mental Demands: While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; learn and apply new skills and information; perform highly detailed work on multiple, concurrent tasks; and interact with District managers, officials of other governmental agencies, community and professional groups, staff and other organizations.

Safety: Follows proper safety practices at all times.

Travel: On occasion, the incumbent in this position may be required to attend hearings, workshops, meetings, and seminars.

Other: Position subject to extended work hours and attend evening meetings.

EMPLOYEE ACKNOWLEDGEMENT

I have read the above and understand that it is intended to describe the general content of and requirements for performing the job listed. It is not an exhaustive statement of duties, responsibilities or requirements.

I understand that this description does not preclude my Manager or Supervisor's authority to add or change duties or responsibilities and understand that the performance of other duties may be required from time to time to meet the needs of Joshua Basin Water District. I also understand this job description does not create an employment contract, implied or otherwise.

Print Employee Name

Employee's Signature

Date