

CITY OF SALINAS

SUPERVISING ACCOUNTANT

BARGAINING UNIT/CLASS CODE:

AMPS / H20

DEFINITION

To supervise the City's accounting system to include professional accounting work, recording and reporting of financial transactions and budgetary control for assigned funds and City departments; to supervise accounts payable, payroll, and other fiscal functions; and to prepare financial statements and analyses.

DISTINGUISHING CHARACTERISTICS

This is the journey level classification in the professional accounting series with management responsibilities. Incumbents in this class are expected to perform the full range of professional accounting work in the City and be able to plan, organize, and supervise the work of subordinates. Incumbents are expected to have a thorough knowledge of governmental accounting systems and procedures, and the ability to exercise independent judgment within established systems and procedures.

SUPERVISION RECEIVED AND EXERCISED

Receive general direction from the Finance Director. Functional or technical supervision may be provided by the Accounting Officer. Exercises direct and indirect supervision of technical and clerical personnel.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Supervise and participate in the posting, balancing, and reconciliation of the general ledger and subsidiary accounts. Control budget for various City departments and projects, determining if funds are available and expenditures properly classified; research and analyze transactions to resolve budget problems; provide analysis of available funds at management request. Prepare work papers, financial statements and various reports for Federal, State and other outside agencies as well as for internal accounting and auditing. Prepare fund balance projections and review with operating departments. Audit business enterprises to assure compliance with City ordinances. Plan, assign, supervise and review the work of subordinates. Recommend and implement changes in accounting systems or procedures. Assist with the preparation of the City's Annual Financial Report. Assist departmental personnel with budget activity, proper expenditure coding, document preparation, and other accounting related activities. Assist in annual budget preparation. Promote and maintain safe work practices in the workplace. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Business office working environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal.

**CITY OF SALINAS
SUPERVISING ACCOUNTANT (continued)**

QUALIFICATIONS

Knowledge of:

Accounting and auditing principles and practices. Principles of governmental financial administration, including budgeting, reporting, taxation, and revenue. Modern office practices, procedures, methods and equipment. Principles of supervision, training, and performance evaluations. Laws and regulations governing fiscal recordkeeping. Principles of governmental financial administration, including budgeting, reporting, taxation, and revenue. Modern office practices, procedures, methods and equipment.

Ability to:

Examine and verify financial documents and reports. Promote the mission, values and standards of an effective organization. Communicate effectively, orally and in writing. Prepare a variety of financial statements, reports and analyses. Establish and maintain effective working relationships. Supervise, train, and evaluate clerical and technical personnel. Learn and apply special governmental rules and regulations regarding accounting and auditing practices.

Skills to:

Operate computer and office equipment.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to a Bachelors Degree from an accredited college or university with major course work in accounting, business administration, or a closely related field, plus two (2) years of recent professional accounting, budgeting, financial experience.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 12-91, REV: 2-94, REV: 8-05