

**CLASS SPECIFICATION**

**Accounting Supervisor**

**Code Number: \_\_\_\_\_**

**GENERAL PURPOSE**

Under general direction, supervises and participates in performing professional accounting duties in the analysis, preparation and maintenance of financial records and reports for Commission accounts and funds; supervises professional accounting, high volume accounts payable and receivable and payroll functions; performs difficult and complex accounting analyses; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

An Accounting Supervisor supervises professional accounting and accounting support staff who perform specialized accounting work in processing a high volume of accounts receivable and payable transactions, making calculations and preparing and processing journal entries to record Commission accounting information. Incumbents are accountable for ensuring the financial integrity of an assigned group of local, state and/or federal program funds. They perform difficult and highly detailed analyses and work with staff, other section personnel, program managers and funding source officials to resolve accounting and reporting issues.

Accounting Supervisor is distinguished from Senior Accountant by the incumbents' responsibility for supervising a small unit of professional account and accounting support employees in addition to performing difficult accounting duties requiring a more extensive understanding of the Commission's complex Chart of Accounts and ability to interpret and apply varied funding source regulations and requirements to the maintenance of financial and accounting records and reporting.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. 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 position.

Plans, organizes, controls, integrates and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve section or unit goals and objectives; contributes to the development of and monitors performance against the annual section budget(s); supervises and participates in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards.

Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; subject to management concurrence, recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with Commission personnel policies and Memoranda of Understanding.

Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving the section's and the Commission's mission, objectives and Core Values.

Supervises, participates in and reviews the work of employees preparing and processing standard monthly and special journal entries; reviews entries for accuracy of account numbers and amounts and for reasonableness; answers questions regarding the status of funds and provides advice regarding appropriate accounts for charging of expenses and a wide variety of similar matters.

Prepares, maintains and supervises the preparation of complex accounting records for assigned local, state and federally funded programs; sets up, maintains and reconciles general ledger accounts for designated program contracts; verifies fund availability and recommends establishment of Auditor's Certificates; verifies charges are made to appropriate program accounts; researches questions and discrepancies, confers with program managers and, when necessary, funding source officials to resolve problems; ensures encumbrances and payments are correct and in full compliance with all applicable fiscal and program contract requirements; tracks and monitors all charges made to designated program funds; prepares funding source requisitions and transfers; prepares periodic reports to funding sources; closes out completed programs, reconciling total expenses to authorized funding; approves the electronic draw down of authorized funds.

Prepares standard quarterly and annual financial statements and reports for designated funds and accounts, including footnotes, supporting schedules and working papers; assists in coordinating the Commission's annual outside audit.

Supervises the work of employees responsible for a high volume accounts payable function; reviews and approves accounts payable input and backup documents to ensure accuracy of account numbers, required authorizations and adequate account balances; supervises the annual processing and distribution of 1099s; supervises the work of employees engaged in a high volume accounts receivable function; approves preparation of bank deposits, electronic transfer of cash between accounts and reconciliation of bank accounts; supervises the Commission's payroll function; reviews and approves payroll, payroll tax reports and processing of payroll liability account payments.

Maintains and ensures adherence to internal control procedures and accounting standards

## **OTHER DUTIES**

Performs system administration activities for the federal Housing and Urban Development Department's Integrated Disbursement and Information (IDIS) and Line of Credit Control (LOCCS) systems, including the assignment of user accounts and the maintenance of system-level security.

Drafts accounting procedures for approval; analyzes, recommends and implements new and revised work processes and procedures to improve the efficiency and effectiveness of section operations and service to its internal customers.

Participates in the implementation, conversion to, enhancement and maintenance of the new financial software system; identifies and recommends changes to improve system operations and effective integration with staff processes and procedures.

Designs and creates custom financial reports; provides information and assistance to other sections on accounting and financial reporting issues; performs special studies, analyses and projects as assigned.

Assists the Fiscal Services Manager and Controller in managing and administering section activities; attends meetings on behalf of the Manager in his/her absence.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Knowledge of:**

Principles and practices of general, fund and governmental accounting including financial statement preparation and methods of financial and internal control and financial reporting; principles and practices of cost accounting; internal control and audit principles and practices; Accounting Standards and requirements applicable to Commission operations and funding sources; laws and regulations relating to the financial administration of public agencies; Commission functions and associated financial management and reporting issues; principles and practices of business data processing particularly related to the processing of accounting and financial information; the operations and requirements of the Commission's automated general ledger system; the uses of spreadsheets and other standard financial and business software; Commission administrative regulations, personnel policies and Memoranda of Understanding; principles and practices of effective supervision.

### **Ability to:**

Operate a computer and utilize advanced functions of spreadsheet and other standard financial and business software; analyze and make sound recommendations on complex financial data and operations; plan and evaluate financial systems and practices and make sound recommendations for improvement; understand, interpret, explain and apply Commission, local, state, and federal laws and regulations governing Commission financial accounting, reporting and recordkeeping;

understand and accurately use the Commission's Chart of Accounts; develop and implement financial procedures and controls; perform complicated mathematical calculations and analyses; prepare clear, concise and comprehensive financial statements, reports and written materials; exercise sound independent judgment within general policy guidelines; establish and maintain effective working relationships with all levels of Commission management, officials of funding sources and employees.

### **Training and Experience:**

A typical way of obtaining the knowledges, skills and abilities outlined above is graduation from a recognized four-year college or university with a major in accounting or a closely related field; and at least two years of progressively responsible professional accounting experience at the level of Senior Accountant, preferably in a governmental agency; or an equivalent combination of training and experience. Experience in performing accounting for Housing and Urban Development Department-funded programs is especially desirable.

## **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**

While performing the duties of this class, employees are regularly required to sit; talk or hear , in person and by telephone; use hands repetitively to finger, handle, feel or operate computers and other standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand and regularly lift up to 10 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple tasks with frequent interruptions; work under intensive deadlines with a high degree of accuracy; and interact with Commission managers, officials of funding sources and employees.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet.