

JOB DESCRIPTION

City of Patterson



Human Resources

SUPERVISING ACCOUNTANT

JOB SUMMARY

*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.*

Under the general supervision of the Finance Director, the Supervising Accountant plans, organizes, coordinates and participates in the City's accounting operations and performs a variety of professional and technical tasks to records and prepare reports related to the City's accounting and budgeting systems.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Finance Director.

This position exercises direct supervision over technical and clerical accounting staff.

ESSENTIAL DUTIES

Typical essential duties may include, but are not limited to:

Create information databases, spreadsheets and reports for use in accounting and financial analysis.

Monitor general ledger activities which include analyzing and resolving accounting issues; reviewing and distribution of financial reports for internal departments; conducting month-end and year-end closing; and performing other related tasks.

Prepare, analyze, review and submit a variety of reports, reconciliations, and statements to and from internal departments, the City Council, financial institutions, and applicable agencies.

Perform a variety of accounting functions which include reviewing and approving payables; reconciling accounts; preparing accounting and audit schedules; reviewing quarterly tax filings for accuracy; coding and entering information into a database; serving as a liaison with outside agencies; and performing other related tasks.

Select, train, motivate and evaluate department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Assist in the preparation of the City's Annual Comprehensive Financial Report (CAFR).

Research, recommend, and implement computerized control systems for payroll and benefits configuration and accounting and financial functions related to applicable accounting processing.

Prepare required reports for federal, state, county, and other external funding sources in accordance with reporting requirements.

Coordinate the administration of special assessment districts, including all regulatory compliance, debt service, and placement of assessments on the County tax roll.

Maintain and update master payroll records, including the production of employee paychecks, benefit statements and accrual calculations. Work with Human Resources to carry out various confidential personnel transactions such as salaries, benefits, promotions, special pays, reclassifications, demotions, suspensions, terminations and other related matters.

Research and adhere to payroll practices and procedures as defined within Memorandums of Understanding, other agreements, city policies and directives.

Explain payroll deductions and related payroll transactions to City employees.

Research and assemble information from a variety of sources for the completion of forms or the preparation of reports.

Prepare salary projections; develop assumptions; and update budget workbook for departmental review and budget development.

Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of: accounting theory and generally accepted accounting and auditing principles, practices, and procedures.

Working knowledge of: principles and practices of supervision and training; principles and practices of computerized accounting and data processing.

Knowledge of: regulations, and reporting requirements for municipal agencies; modern office management procedures; methods and techniques involved in conducting analytical studies and research of administrative practices and procedures.

Ability to: plan, organize and direct accounting, purchasing, inventory and other department related operations and activities; establish and maintain cooperative working relationships with coworkers and staff of other City departments; direct, train and evaluate

Analyze, evaluate, and interpret accounting data; prepare and interpret complex financial reports; make mathematical calculations rapidly and accurately; design, implement, interpret and monitor department policies and procedures; analyze administrative, operational and organizational conditions and problems and recommend and implement appropriate solutions, including implementation of new automated systems and software.

Interpret and explain governmental and accounting policies, rules, and regulations; provide fiscal interpretation of data to management; oversee and assist auditors with the Comprehensive Annual Financial Report.

Communicate clearly and concisely both orally and in writing; prepare clear and concise fiscal reports.

Read, speak, write, and comprehend English at a level necessary to carry out the essential functions of the position to explain complex policies and instructions in plain language and to communicate with City employees, elected officials, executives, other departments, agencies, and government organizations.

NECESSARY SPECIAL REQUIREMENTS

Must be 18 years of age or older (use only if applicable)

Must successfully pass pre-employment examinations which may include various position related background, fingerprint, reference, medical, physical agility, second language ability, certificate or license verifications.

Must be able to provide proof us U.S. citizenship or legal right to work in the United States.

MINIMUM QUALIFICATIONS

Education: A Bachelor's degree from an accredited college or university with major course work in accounting, finance, business, or a related field.

Experience: Four years of increasingly responsible professional and technical accounting experience in a governmental setting.

License: Possession of a driver's license at the appropriate level including necessary special endorsements required by the State of California may be required for some positions to perform the essential job functions of the position.

Required Certification: None

Classification: Professional, Exempt, Non-Confidential

PHYSICAL REQUIREMENTS

Environmental Conditions: Work is performed in an office environment.

Physical Conditions: Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, grasping, and making repetitive hand movement in the performance of daily activities. Acute hearing is required when providing phone and personal services.

NECESSARY SPECIAL REQUIREMENTS

NONE

FLSA Exemption Status: Exempt

Approved: 9/6/17