

**CITY OF COVINA**  
**ACCOUNTING SUPERVISOR**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**DEFINITION:**

Under general supervision, directs and supervises the work of one of more areas within the Finance Department which may include business licensing, water utility, payroll, accounts receivable and payable, and treasury functions; monitors accounting and budgetary systems, policies and procedures; performs other related duties as assigned.

**DISTINGUISHING CHARACTERISTICS:**

The **Accounting Supervisor** is the supervisory level class in which the incumbent is expected to perform the full scope of professional accounting and supervisory duties. This classification is distinguished from the next higher classification of Finance Manager in that the latter is responsible for the more complex assignments and supervises multiple areas of the Department and acts as Director of Finance in the Director's absence.

**SUPERVISION RECEIVED/EXERCISED:**

Receives direction from the Director of Finance. Exercises direct and indirect supervision over assigned staff.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Directs and supervises the work of one of more areas within the Finance Department which may include business licensing, water utility, payroll, accounts receivable and payable, and treasury functions; monitors accounting and budgetary systems, policies and procedures.
- Directs, supervises and participates in the budgeting, purchasing and daily functional management of the CRA and Finance Departments.
- Prepares cost studies, cash flow reports, account analyses, projected costs, and revenue reports; assist with preparations for the budget.
- Supervises the preparation of monthly financial statements; reviews, corrects and approves various accounting documents, such as purchase orders, disbursement vouchers and journal entries.
- Prepares comprehensive annual financial reports; prepares various federal, state and county reports.
- Provides supervision and training for subordinate staff; prepares work schedules; determines work procedures and issues written and verbal instructions; resolves grievances and complaints;

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participates in the selection process for new employees; prepares performance evaluations for assigned staff.

- Establishes positive working relationships with representatives of community-based organizations, other agencies, City management and staff, and the public.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

#### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Accounting Supervisor**. A typical way of obtaining the required qualifications is to possess the equivalent of four years of increasingly responsible professional accounting work, preferably in local government with supervisory responsibility, and a bachelor's degree in accounting, business or a related field. A CPA is highly desirable.

#### **License/Certificate:**

Possession of, or ability to obtain, a valid Class C California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

#### **Knowledge of:**

Generally Accepted Accounting Principles (GAAP) and Basic Principles of Accounting as applied to Governmental Accounting Standards (GASB); Office of Management and Budget Circular (OMBC); principles and practices of municipal government accounting; principles and practices of automated financial systems; methods and techniques of supervision, training and motivation; principles of mathematics; applicable federal, state and local laws, codes and regulations, including reporting requirement; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

#### **Ability to:**

Oversee and participate in the work of staff involved in business licensing, water utility, payroll, accounts receivable and payable, and treasury functions; prepare a variety of financial statements, reports and analyses; plan, organize, train, evaluate and direct work of assigned staff; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate standard office equipment, including a computer and variety of word processing and software applications, including financial and accounting programs.