

City of South San Francisco
Human Resources Department

Accounting Supervisor
Class Description

Definition

Under general direction, plans, organizes, directs and supervises professional accounting and/or financial analysis activities within the Finance Department; performs the more complex specialized accounting and/or financial duties; performs a variety of technical tasks related to assigned area of responsibility; and performs other related duties as assigned.

Distinguishing Characteristics

This classification is distinguished from other professional Accountant classes by its supervisory responsibilities. Incumbents in this classification perform the most complex accounting/financial work in addition to directing, overseeing, supervising and reviewing the work of professional accounting staff.

Typical and Important Duties

1. Recommend and assist in the implementation of unit goals and objectives; establish schedules and methods for a variety of professional accounting and financial duties; and assist in developing and implementing financial policies and procedures.
2. Plan, prioritize, assign, supervise, and review the work of staff involved in the performance of professional and technical accounting and financial and reporting duties.
3. Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
4. Assist in the preparation of the Annual Comprehensive Financial Report (ACFR) by gathering information, modifying and running reports, and preparing detailed reconciliations.
5. Participate in the external annual audit by providing detailed information to and responding to questions from auditors.
6. Supervise the preparation, analysis, and review of revenues, reimbursements, expenditures, fund balances and balance sheet accounts; post journal entries.
7. Develop cost accounting tools to provide fiscal accountability and grant compliance for grant funded programs; review and approve financial transactions and analysis.
8. Oversee and participate in the monitoring and review of investment activities for City, bond, and other fiduciary agency portfolios; supervise the preparation and presentation of the annual investment policies.
9. Participate in bond financings, review official statements; provide financial information, review bond disclosure requirements and annual reports.
10. Assist in processing and monitoring transfers and interfund loans between City funds.
11. Supervise and participate in grant compliance including monitoring, reporting

- and maintaining grant budgets, activities and expenditures.
12. Serve as liaison to City departments regarding complex financial, accounting and grant related issues.
 13. Perform complex special analyses and reporting as required by the City Manager, City Council, management staff, and outside agencies; manage special projects and studies.
 14. Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staffing, equipment, material and supplies; monitor and control expenditures.
 15. Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement disciplinary procedures.
 16. Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
 17. Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service
 18. Perform related duties and responsibilities as assigned.

Job-related Qualifications

Knowledge of:

- Principles and practices of financial administration, including budgeting, financial reporting, and accounting.
- Principles and practices of governmental accounting, auditing, and reporting, including knowledge of GAAP, GASB updates, and grant guidelines.
- Principles and practices of revenue and treasury management, and rules of allowable governmental investing.
- Principles of supervision, training, and performance evaluations.
- Principles of budget monitoring.
- Principles and practices of safety management.
- Pertinent local, State and Federal laws, ordinances and rules.
- Customer service principles and problem resolution techniques.
- Modern office practices and procedures, computer equipment and software applications related to financial accounting.

Ability to:

- Organize, implement and direct professional accounting and financial analysis activities.
- Interpret and explain pertinent City and department policies and procedures.
- Analyze and interpret financial statements according to GAAP.
- Develop and present technical and analytical reports and presentations.
- Use automated office and computerized financial information systems.
- Assist in the development and monitoring of an assigned program budget.
- Develop and recommend policies and procedures related to assigned operations.
- Operate a personal computer for data entry, inquiry, and report generation.
- Maintain confidentiality of a wide range of sensitive information.
- Respond to and assist in resolving difficult and/or sensitive inquiries related to

financial accounting records and processes.

- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative relations with those contacted during the course of work.
- Work in a safe manner, following City safety practices and procedures.

Skill in:

- Word processing and working with a variety of computer applications with sufficient speed and accuracy to perform assigned work.
- Entering and retrieving data into standard computer with speed and accuracy sufficient to perform assigned work.
- Managing electronic and hard copy records.

Experience and Training

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Three years of increasingly responsible professional accounting and/or financial analysis experience including one year of lead responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, finance or a related field.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills:

Able to use standard office equipment, including a computer; mobility to work in a typical office setting to use standard office equipment; sit, stand, walk, kneel, crouch, stoop, squat, twist, and maintain sustained posture in a seated position for prolonged periods of time; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone; lift and carry 35 pound boxes, files, and materials.

Work environment:

Work in a standard office setting.

Ability to:

Travel to different sites and locations.

Additional Information:

- Approved: August 2023
- Revised Date:
- Former Titles:
- Abolished:

- Bargaining Unit: Mid-Management
- DOT: No
- Status: Classified/Exempt
- Job Code: M630