

TAHOE-TRUCKEE SANITATION AGENCY
Class Specification

Job Title: Accounting Supervisor

Department: Administrative Services

FLSA Status: NON EXEMPT

Revised as of: 12/2019

DEFINITION

Plans, organizes, directs and supervises a wide variety of financial and accounting operations within the Administrative Services Department; and performs a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

The Accounting Supervisor position performs full supervisory responsibilities including planning, assigning and evaluating the work of subordinates. In addition, this position is responsible for the oversight of payroll, accounts payable, accounts receivable, and general accounting.

SUPERVISION RECEIVED AND EXERCISED

Reports directly to, and receives general direction from the Administrative Department Manager. Exercises direct supervision over assigned clerical and technical personnel.

EXAMPLES OF DUTIES: *the duties specified below are representative of the range of duties assigned to this class are not intended to be an inclusive list.*

- Develops and implements goals and objectives related to assigned section; establishes schedules and methods for accounting processes; implements policies and procedures.
- Plans, prioritizes, assigns, and supervises the work of staff involved in accounting functions.
- Evaluates operations and activities of assigned section; recommends improvements and modifications; prepares various reports on operations and activities.
- Ensures time sensitive tasks are completed timely.
- Assists in developing, tracking and administering budget; prepares cost estimates for budget recommendations; submits justifications for equipment, materials and supplies and gives input on Capital projects; monitors and controls expenditures.
- Recommends to the Administrative Manager the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures; evaluates employee performance; drafts and conducts performance evaluations.
- Prepares, or oversees preparation of, a wide variety of financial accounting statements and reports for review by manager and/or others; posts data and maintains and archives accounting records, ledgers and files.
- Oversees, verifies and calculates the processing of cash, deposits and accounts payable.

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- Oversees collections and transfer of funds; verifies and reconciles accounts and interest; processes or verifies various permits and fees.
- Supervises and participates in the processing of payroll functions; performs or supervises data entry, reconciliation, report preparation and similar duties required to produce employee payroll; oversees or posts payroll and printing of payroll checks and direct deposit; ensures payroll taxes and benefits paid are accurate.
- Prepares for audits, including: collects, organizes data and researches needed information; prepares documentation; ensures all requirements are met for the audit.
- Answers questions and provides information to the public; investigates complaints and recommends corrective action as necessary to resolve complaints.
- Represents the Agency with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Builds and maintains positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of municipal accounting processes including GASB (government accounting standards board) and GAAP (generally accepted accounting principles), auditing, payroll functions, reporting requirements and budget preparation.
- Principles and practices of supervision, training and evaluating performance.
- Principles and practices of budget monitoring.
- Principles and practices of safety management.
- Pertinent local, State and Federal laws, ordinances and rules.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Operation of office equipment including personal computers, fax machines, copiers, printers, telephones, voicemail and e-mail systems, etc.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of customer service.

Ability to:

- Organize, implement and supervise a wide variety of accounting, payroll, audit and budget operations/activities.

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- On an ongoing basis, know and understand all requirements and essential aspects of the job including laws, regulations, rules, and codes related to area of assignment; intermittently access, review, analyze and adjust technical documents, work orders, reports and other files and records; train others; observe performance, review and evaluate the work of others; problem solve issues related to area of assignment; remember various processes and requirements; identify, interpret and communicate technical and numerical information and instructions.
- Interpret and explain pertinent accounting and financial requirements and Agency and department policies and procedures.
- Assist in the development and monitoring of an assigned program budget.
- Develop and recommend policies and procedures related to assigned operations.
- Understand and carry out oral and written instructions, and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Supervise, train and evaluate performance of assigned staff.
- Contribute effectively to the accomplishment of Agency goals, objectives and activities.

Experience and Education:

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

Experience:

Three years of increasingly responsible experience in performing accounting duties (governmental accounting preferred); including one year providing technical and functional supervision over assigned personnel.

Education:

Equivalent to Associate's degree from an accredited college with major course work in accounting, business, finance or a related field. Additional experience may substitute for the required education. Equivalence would be two years of additional experience for one year of the required education.

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SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License is desirable.

PHYSICAL REQUIREMENTS

Work effectively for long periods of time at a desk, table, or counter; intermittently move, traverse and position self while performing work activities and to reach needed items; position self to adjust office equipment or to access low or high items; manipulate operate and activate office equipment and office tools; and move or transport weight of 20 pounds or less.

WORKING/ENVIRONMENTAL CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment.