

PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

CLASS TITLE: Accounting Supervisor

DEPARTMENT: Finance	ACCOUNTABLE TO: Director of Finance	FLSA STATUS: Exempt
SALARY RANGE:	41	
<p>CLASS SUMMARY: Incumbent is responsible for planning, scheduling and supervising work of accounting services staff. Duties include: planning and coordinating work assignments; setting work priorities; conducting performance reviews; resolving problems such as modifications to chart of accounts, general ledger and allocation systems, software problems and data presentation; coordinating activities with state and federal agencies for loan and grant programs; performing cash management analysis and transfers for accounts; supervising monthly closing of books; supervising preparation of monthly financial report/treasurer=s report; supervising the audit process; and, analyzing procedures.</p>		
<p>DISTINGUISHING CHARACTERISTICS: The Accounting Supervisor is the fourth level of a four level accounting series. The Accounting Supervisor is distinguished from the Accountant, Senior in that the Supervisor has supervisory responsibilities and performs a broader scope of accounting activities.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
1.	Supervises employees by assigning work, evaluating work product and performance, training and making hiring and pay decisions.
2.	Provides technical advice and provides training related to reporting problems, special analyses and efficiency.
3.	Participates in team meetings to resolve problems and develop plans.
4.	Ensures compliance with laws and regulations by reviewing reports & processes for accuracy and revising as necessary.
5.	Plans and coordinates accounting assignments according to department needs and coordinates activities with other departments and outside organizations.
6.	Manages cash flow and transfers funds for accounts payable and future cash needs.
7.	Supervises the month-end close and reviews and evaluates financial and statistical reports.
8.	Supervises the audit by monitoring work, setting priorities, revising assignments and assisting with assignments.

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
9.	Performs other duties of a similar nature or level.

Knowledge (position requirements at entry):

- Generally Accepted Accounting Principles (G.A.A.P.);
- Government loan and grant requests;
- Water District financial operations;
- Accounting software.

Skills (position requirements at entry):

- Monitoring and evaluating staff;
- Developing, interpreting and enforcing policies and procedures;
- Supervising annual audit activities;
- Monitoring and managing cash flow;
- Analyzing financial data;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Bachelor's Degree in Business Administration, Accounting, Finance or a related field and five years related experience involving enterprise accounting; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Certified Public Accountant is preferred.

Licensing Requirements (position requirements at entry):

- Valid California Driver's License.

Physical Requirements:

Positions in this class typically require: sitting, walking, fingering, talking, hearing, seeing and repetitive motions. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Classification History:

Date: 4/98; 1/02; 1/05