



## POSITION DESCRIPTION

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**TITLE:** ACCOUNTING SUPERVISOR  
**REPORTS TO:** Finance Manager  
**GRADE:** 12  
**FLSA:** Exempt  
**CONFIDENTIAL:** Yes

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### SUPERVISORY RESPONSIBILITIES

**DIRECT:** (Position Titles) Accountant I, Purchasing/Warehouse Clerk  
**INDIRECT:** None

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### MINIMUM QUALIFICATION REQUIREMENTS

Unless required by law, experience and education may be substituted for each other upon approval by the General Manager or their designee. Certifications required by law for the position must be obtained within first year in the position.

**EDUCATION:** Bachelor's degree in Accounting, Business Administration, Finance or related field, or equivalent. Licensed as a Certified Public Accountant or successful completion of the Certified Public Accountant examination or equivalent preferred. Valid California driver's license and proof of insurability are required.

**EXPERIENCE:** Minimum of five years of progressive accounting and supervisory experience including using an automated financial management system. Comprehensive ability to effectively utilize a personal computer and related word processing and spreadsheet programs. Proven ability to organize and manage competing priorities; excellent planning skills; demonstrated ability to supervise and provide direction to staff. Proficient in the use of automated financial management systems, in the application of generally accepted accounting principles and generally accepted auditing standards. Knowledge of Microsoft Dynamics (Great Plains) and utility billing systems is desirable. Familiarity with governmental accounting standards and internal control systems. Strong organization and communication skills are essential.

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### CONTACT RESPONSIBILITY

**INTERNAL:** Interaction with Supervisor to receive general direction and review overall work accomplishment; direct reports to provide specific work assignments and review results; all District employees to discuss and resolve accounting and customer service issues.

**EXTERNAL:** Interaction with auditors to complete the annual financial statement audit; outside consultants to address issues related to accounting, payroll, billing (excluding water utility bills) and cash processing; District vendors and customers to resolve disputed bills

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### PHYSICAL REQUIREMENTS

Good hearing, eyesight and speech; excellent ability to communicate, both verbally and in writing; ability to

operate and utilize a personal computer and peripherals; able to tolerate periods of continuous sitting; may on an infrequent basis assist with lifting up to 50 pounds.

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### **ENVIRONMENTAL CONDITIONS**

Work is primarily performed within an enclosed office setting with lighting and ventilation. Subject to conversational noise from other personnel within the facility, along with standard background noise found in an office environment. Subject to long periods of sitting and exposure to computer screen. When performing work outside the facility, subject to variable weather conditions and possible exposure to heavy equipment, dust, fumes, odor, and noise. Appropriate personal safety equipment is provided.

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### **DETAILED DUTIES AND RESPONSIBILITIES - ESSENTIAL FUNCTIONS**

Under general direction, this at will position responsibilities include the recording of all accounting transactions (for example: accounts receivable, accounts payable, payroll, job cost, and cash receipts) into the District's automated financial management system (Microsoft Dynamics Great Plains), to determine that expenditures are properly authorized, within the approved budget, and disbursed from the correct source of funds; to determine that cash received is properly coded as to type; and to reconcile various general ledger accounts and funds during the monthly preparation of the District's financial statements. This position supervises the accounting and purchasing staff. A working knowledge and understanding of District safety rules and regulations, as well as active participation in the District's safety programs is necessary. Reliable, stable attendance is required.

The following tasks are typical for this classification. Incumbents may not regularly perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business or staffing needs and changing business practices as defined by the General Manager.

<b>% TIME</b>	<b>TASKS</b>
<b>50%</b>	<p>Supervises and evaluates the performance of staff ensuring that the following areas of responsibility are met:</p> <ul style="list-style-type: none"><li>• Oversees accounts receivable, accounts payable, payroll, inventory, fixed-assets, purchasing, and billing (excluding water utility billing).</li><li>• Reviews interpretations of payroll rules and laws.</li><li>• Monitors compliance with the District's Administrative and Ethics Code policies and procedures.</li><li>• Monitors compliance with the District's Pay for Performance system ensuring that department goals are achieved.</li><li>• Researches and recommends changes on business processes to improve work efficiency regarding department operations and procedures in order to effectively manage labor resources and relationships.</li><li>• Engages department employees in support and understanding of the District Mission Statement and Strategic Plan.</li><li>• Operates within budgetary guidelines and assists in budget development for the department.</li><li>• Organizes, maintains, and assists with implementation of records retention requirements for District financial files and data.</li><li>• Researches and recommends action on employee issues.</li><li>• Recommends changes regarding department operations, policies and procedures.</li><li>• Ensure department policy and procedures are documented and communicated appropriately to staff.</li><li>• Maintains successful inter-departmental relationships.</li><li>• Professionally represents the District to external and internal customers, responds</li></ul>

- to external customer's inquiries, and delivers excellent customer service.
- Ensures the integration of computer based software/systems for Finance and related utility billing components for the Customer Service Department.
- Coordinates with Customer Service Department on billing issues and customer account issues including: liens, payment arrangements, consumption variances, year-end write offs, and refunds.
- Effectively manages labor resources and relationships.
- Assigns work, reviews results, completes performance evaluations, and assures cross training is completed.

**30%**

Utilizes knowledge of accounting principles to:

- Properly records accounting and cash transactions into the District's Finance Enterprise Resource Planning and Customer Information Systems.
- Maintains District bank accounts.
- Reconciles various general ledger accounts on a monthly basis.
- Maintains various subsidiary ledgers, including fixed assets, inventory, accounts receivable, accounts payable, and payroll.
- Communicates and interacts with the District's external auditors and responds to their inquiries and requests for additional information.
- Completes the District's annual financial statement audit.
- Makes recommendations for procedural changes and the implementation of new internal controls to ensure the safeguarding of District assets.

**10%**

Prepares reports:

- Prepares monthly financial statements and reports for the Board.
- Completes various reports and analyses as assigned.
- Oversees the reporting of required information to CalPERS.

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## **DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS**

**10%**

Performs all related duties as assigned.