

ACCOUNTING SUPERVISOR - 077

DEFINITION OF WORK

Under general supervision, performs complex professional and difficult administrative work in planning, coordinating and directing the central governmental accounting, payroll and financial reporting systems for the City; does related work as required.

EXAMPLES OF WORK

Plans, organizes and directs the activities of the City's financial management programs; supervises the administration of general accounting, payroll, grants, capital projects, risk management programs and related financial reporting; directs and assists in the preparation of internal and external financial statements and reports and assists with the audit by independent external auditors; advises City department and division representatives on financial matters relating to debt planning business-like operations and multi-year budgetary accounting for grants and capital projects; maintains financial and accounting systems for the City self-insurance programs; prepares analyses and reviews revenue projections for proprietary operations, grants and capital projects; maintains bank relationships and administers the City's equipment lease-purchase plan.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a Master's degree in accounting, business or public administration or related Bachelor's degree and extensive experience in public finance administration and administrative management.

Knowledge, Skills and Abilities: Thorough knowledge of general laws and administrative policies governing municipal financial practices and procedures; thorough knowledge of the practices, methods and laws relating to municipal bond financing; ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms and records; ability to prepare informative financial reports; ability to plan, organize, direct and evaluate the work of employees in the specialized field of accounting; ability to establish and maintain effective working relationships with other department heads and governmental officials; ability to formulate long-range fiscal planning.