



Classification Unit:	Management/Confidential/Professional
Last Revision:	June 2023

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## SUPERVISING ACCOUNTANT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are not intended to reflect all duties performed within the job.*

### **DEFINITION**

Under general direction, the Supervising Accountant performs a variety of difficult and complex professional accounting duties in support of District financial, accounting, and related administrative functions, leads the annual financial statement audit and annual budget process, manages all aspects of the accounting department including management of accounting staff, and monitors financial transactions in accordance with generally accepted principles of accounting and auditing.

### **ESSENTIAL FUNCTIONS**

- Plans, organizes, and coordinates daily accounting functions and assignments.
- Sets up accounts for general ledger posting.
- Reviews and ensures the accuracy of ledger postings.
- Reconciles revenue and expenditure data with the general ledger.
- Prepares month-end journals.
- Prepares periodic financial reports and statements.
- Closes and adjusts journals and ledgers each fiscal year.
- Performs periodic audits of internal accounting records to insure accurate controls.
- Works effectively with external auditors, including preparing schedules and analysis for the annual audit.
- Assists District management with long range financial planning, protection of District assets, and maintenance of budget controls.
- Oversees the annual budget process for Board approval.
- Manages all aspects of accounting department, including direction, coordination, and training of staff, as well as performance evaluations.
- Manages banking operations which include cash management, disbursement and receipt management and related reconciliation and reporting,
- Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.

### **OTHER DUTIES**

- Serves as a liaison with vendors, contractors, and debtors.
- Assists with proper investment of District funds.
- Performs special analytical studies as directed by District's management.

Assists with development and maintenance of the District Financial Information System.  
Performs related duties as assigned.

## **JOB STANDARDS/SPECIFICATIONS**

### **Knowledge of:**

Principles and practices of governmental accounting, auditing, and financial reporting including generally accepted accounting principles, Governmental Accounting Standards Board standards, and grant guidelines  
Pertinent local, State and Federal Laws, rules and regulations, especially as related to accounting, auditing, and grants.

Investment principles and practices.

### **Ability to:**

Plan, coordinate, and perform professional accounting work related to the maintenance and development of District financial, accounting, budgeting, and financial information systems.

Independently apply accounting principles to accounting transactions and financial reports.

Provide training and work coordination for accounting department staff.

Prepare a variety of financial reports and statements.

Effectively prepare and present technical financial information.

Effectively communicate complex financial information to non-technical District staff.

Provide advice and consultation on the development of District financial information systems.

Regularly and consistently meet attendance/punctuality requirements.

Follow instructions, work independently and cooperatively with others.

## **TYPICAL PHYSICAL ACTIVITIES**

Work at a desk for an extended period of time.

Work in an office environment, lift and move objects up to 25 pounds such as large binders, books, and small office equipment.

Sufficient finger/hand coordination and dexterity to operate and adjust office equipment.

Hearing and vision within normal ranges with or without correction.

## **ENVIRONMENTAL FACTORS**

Exposure to the sun: 10% or less work time spend outside a building and exposed to the sun.

Irregular or extended work hours. Occasionally required to change working hours or work overtime.

## **DESIRABLE QUALIFICATIONS**

Any combination of education and experience, which would likely provide the necessary knowledge and abilities, is qualifying.

A typical way to obtain the knowledge and abilities would be:

Six years of increasingly responsible work experience in performing professional financial analysis, accounting, financial information system development, budgeting work, and two years of management of subordinate staff.

A Bachelor's degree from an accredited college or university with major course work in accounting or a closely related field (that has included a significant amount of accounting course work) may substitute for two years of work experience.

### **LICENSE CERTIFICATE REGISTRATION REQUIREMENT**

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Approved: June 2023

/s/ Steve Wittry  
General Manager