

JOB DESCRIPTION
Accounting Operations Supervisor
Code Number: 06007

GENERAL PURPOSE

Under general direction, supervises and performs highly responsible accounting operations support work in processing and reporting the District's financial transactions; ensures financial transactions are processed and finalized in accordance with specific deadlines; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single position class supervises the work of clerical accounting support staff engaged in processing accounting transactions and data required for the District's general ledger, cash control, accounts payable and receivable and payroll functions. The incumbent ensures that work is performed efficiently, accurately and in strict adherence with the District's policies and procedures and financial management principles and practices. The incumbent also supervises and participates in generating and compiling the District's monthly and annual financial statements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

Plans, organizes, controls, integrates and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve goals and objectives; supervises and participates in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards.

Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District's personnel rules,

policies and labor contract agreements.

Provides day-to-day leadership and works with staff to ensure a high-performance, customer service-oriented work environment that supports achieving the department's and the District's mission, strategic plan, objectives and values.

Supervises receipting and processing of all incoming cash and checks, preparation and transmittal of daily bank deposits, data entry and reconciliation of revenue and receipts in the financial accounting system.

Supervises data entry supporting the District's financial accounting system, including accounting transactions and data involving timekeeping, journal entries, cash receipts, inventory adjustments, meter cards and manual batches, accounts payable invoices, budget documents and other data; ensures that District procedures are followed to verify the accuracy of account numbers, proper documentation and authorizations.

Monitors operations of the District's financial accounting and payroll computer systems; supervises and participates in the processing of transactions to the general ledger; supervises and participates in the compilation of monthly and annual financial statements; coordinates the work of staff to ensure the timely and accurate completion of month- and year-end financial and accounting processing and reporting; prepares or requests custom reports to meet the department's or District managers' information needs.

Reviews and ensures appropriate internal controls for areas of responsibility; monitors and takes action to require compliance with internal controls and District policies and procedures; as necessary, recommends changes to achieve better control and/or to improve the efficiency of functional processes in areas of responsibility; explains changes in policies and procedures to staff of District departments.

Maintains the cash drawer to provide change request for cashiers and internal petty cash drawers.

Downloads bank reconciliation transmission files to prepare for wire transfers, cash reports and related transactional documents.

Creates, maintains and updates work flow process documentation.

Performs related duties as assigned.

BALDRIGE RELATED DUTIES

Supports and promotes the application of Malcolm Baldrige principles in the oversight of operations within the business unit.

Assists in the development and maintenance of best practice in unit work processes and supports the philosophy of continuous improvement.

Develops and monitors team and individual performance measures, ensuring that they align with District's Strategic and Operational Plans.

Ensures a thorough understanding of the Strategic Planning Cycle and participates in its development and deployment.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Basic methods and practices of governmental accounting, including internal control; District policies and procedures for cash control, purchasing, accounts payable/receivable processing, and payroll and time reporting; methods, practices, documents and terminology used in financial recordkeeping; operations and capabilities of the District's on-line general ledger system, particularly related to the processing of accounting information and the interpretation of input and output; use of spreadsheets and other standard personal computer software applications used in compiling and preparing financial reports; standard office procedures and practices; the District's personnel rules, policies and labor contract provisions; principles and practices of effective supervision

Ability to:

Operate a computer and other standard office equipment; organize and set priorities make sound independent judgments within established guidelines; supervise and direct the work of assigned staff; interpret, apply, and explain laws, regulations, policies and procedures; understand, explain and apply the District's complex system of cost center account codes; analyze, post, balance and reconcile financial data; make calculations and tabulations and review fiscal and related reports accurately and rapidly; determine and recommend system requirements and equipment upgrades to enhance work processes; train others in work processes and procedures; follow and apply written and oral work instructions; communicate clearly and effectively orally and in writing; prepare clear, accurate and concise financial and analytical records and reports; establish and maintain effective working relationships with those contacted in the course of work.

Baldrige Based Knowledge and Abilities

Knowledge of:

Principles of managing by fact and organizational and personal learning; familiar with process mapping and structured problem solving; theoretical and practical knowledge necessary to develop and monitor individual performance standards, and insure they align with key performance measures for the unit.

Ability to:

Maintain and utilize process flow charts for key processes, with performance standards related to customer and stakeholder needs; validate customer requirements; create a workplace that values employees, encourages their development, values their participation, and encourages innovation; create an environment of continuous improvement and to ensure business unit results consistent with expectations in key performance measures.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; completion of courses in bookkeeping and accounting; and four years of increasingly responsible experience in the maintenance and/or review of bookkeeping and financial records; or an equivalent combination of training and experience.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, the employee is regularly required to sit; talk or hear, both in person and by telephone; and use hands repetitively to operate, finger, handle or feel office equipment; and reach with hands and arms. The employee is frequently required to stand, walk, stoop, kneel, or bend and lift up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret data; use math and mathematical reasoning; analyze and solve problems; learn and apply new information; perform highly detailed work on multiple, concurrent tasks; and interact with District staff and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.

FLSA DETERMINATION: Meets executive exemption from overtime.