VALLECITOS WATER DISTRICT

ACCOUNTING SUPERVISOR

DEFINITION

Under direction, plans, assigns, supervises and reviews the work of staff performing accounting, accounts receivable/payable, analysis, and payroll duties; personally performs the work supervised; makes recommendations for action and assists in policy, procedure, and budget development and implementation; performs related duties as required.

CLASS CHARACTERISTICS

This is the first line supervisory level in accounting and related functions, responsible for supervising assigned staff, interpreting and explaining policies and procedures, and dealing with difficult accounting and finance issues. This class is distinguished from the Finance Manager, which oversees all aspects of the Finance department.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

- Plans, assigns, supervises, reviews, and evaluates the work of assigned staff; provides staff training and development; assists in the selection of staff; reviews work for accuracy and compliance with department standards; studies and standardizes procedures to improve department efficiency; participates in necessary disciplinary actions; writes performance appraisals; ensures high level of customer service; provides assistance to staff in resolving problems; ensures safe work methods are followed and appropriate safety precautions and equipment are utilized; and conducts safety meetings;
- Performs complex accounting, analysis, and compliance work, which may require the review of a variety of standards, investigation, and reconciliation of information; interprets and explains policies, procedures, government code, standards, and agreements;
- Prepares monthly reports for presentation at Board meetings; presents and public Board meetings;
- Evaluates internal controls and related technology for efficiency, effectiveness, and accuracy; recommends changes to accounting procedures and assists staff with implementation; performs and directs internal audits of accounting procedures and compliance; reviews payroll tax returns and other reports prepared by subordinates; communicates with employees regarding difficult or complex payroll related issues;
- Responds to financial statement audit inquiries and coordinates preparation of requested documentation pursuant to audit; ensures compliance with GASB pronouncements; assists in preparation and audit of the annual operating and capital budget; monitors spending and reports on budget variances;
- Holds regular meetings with staff to communicate expectations, receive feedback, resolve problems, develop trusting relationships, provide motivation and employee
recognition, stay abreast of staff work activities, and provide required resources for work assignments;

- Prepares annual financial statements and other required disclosures; prepares periodic and special financial reports and analyses, including those required for submission to various regulatory agencies; prepares calculations and reports to comply with bond covenants;
- Assists in administration of investing surplus funds and pursuit of debt financing; assists with rate structure and Proposition 218 notices;
- Operates copiers and a variety of office equipment;
- Performs duties in a professional manner and works well with others or in a team setting;
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public;
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities;
- Observes safe work practices and safety methods; performs other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge, Skills, and Abilities

Knowledge of:

- Principles and practices of employee supervision including selection, training, work evaluation, and discipline;
- Principles, practices, and methods of administrative and organizational analysis;
- Public administration principles and practices;
- Principles and practices embodied in the Governmental Accounting Standards Board and the Financial Accounting Standards Board;
- Management and cost accounting practices, policies and procedures related to the work;
- Relevant occupational health and safety regulations and guidelines, safe work methods and safety practices relevant to office work;
- Business data processing principles and computer user applications, including MS Excel and report-writing programs, particularly as related to statistical analysis and data management;
- Operate a computer proficiently and utilize a variety of software and database applications;
- Principles and practices of financial/statistical/comparative analysis techniques.

Ability to:

- Communicate clearly and concisely, orally and in writing; prepare correspondence, reports, and documents;
- Research and prepare complex reports;
- Make accurate financial calculations; analyze technical, administrative, and operational problems, evaluate alternatives and reach sound conclusions;
- Select, train, supervise, and evaluate employees;
- Represent the District in a variety of meetings;
- Operate programs within budgets;
- Respond to emergency situations in an effective manner;
- Understand, explain, and apply policies and procedures;
- Maintain accurate records and files;
- Establish and maintain effective working relationships with those contacted in the course of the work.
**Education & Experience**

Any combination of education or experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be: Bachelor’s degree from an accredited college or university in accounting, finance, or a closely related field, and; four years of professional governmental accounting experience that included considerable financial auditing experience, general ledger maintenance, and GAAP financial statement preparation for a governmental entity required, with at least one year in a lead role preferred.

**Licenses, Certificates, and Special Requirements**

- An active CPA license is highly desirable.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employees may be required to wear and/or use personal protective and other safety equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; use hands and fingers to grasp; and feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand or walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Environment: Office environment. Frequently works in or around areas with minor amounts of dust. Some work done on ladders up to 4 feet above ground. Noise level is usually quiet.

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**I have reviewed this Job Description with my Supervisor and agree with its contents.**

Employee Signature  Date  

Supervisor Signature  Date  

*The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.*