

## JOB DESCRIPTION

City of Patterson



Human Resources

## SUPERVISING ACCOUNTANT

### JOB SUMMARY

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

Under minimal direction of the Finance Director, the Supervising Accountant plans, organizes, coordinates and participates in the City's accounting operations and performs complex supervisory and professional work in a variety of areas of accounting, including payroll and accounts payable; over sees the City's payroll system, including the analysis and implementation of payroll regulations and laws, the processing of a City-wide payroll, preparation and maintenance of general ledger records, and assistance with the preparation of financial reports; selects, trains, supervises and evaluates the work of assigned technical and clerical accounting staff; and performs related duties as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives minimal direction from the Finance Director.

This position exercises direct supervision over technical and clerical accounting staff.

### ESSENTIAL DUTIES

***Typical essential duties may include, but are not limited to, the following:***

Plans, organizes, assigns, directs, and reviews the work of subordinate professional and support staff.

Creates information databases, spreadsheets, and reports for use in accounting and financial analysis.

Monitors general ledger activities which includes analysis and resolution of accounting issues; reviews and distributes of financial reports for internal departments; conducts month-end and year-end closing; and performing other related tasks.

Maintains the chart of accounts and assists departments in establishing new accounts.

Serves as liaison to help departments manage and monitor their accounts for accuracy and proper reporting.

Prepares, analyzes, reviews, and submits a variety of reports, reconciliations, and statements to and from internal departments, the City Council, financial institutions and applicable agencies.

Performs a variety of accounting functions which includes the review and approval of payables; reconciles accounts; prepares accounting and audit schedules; reviews quarterly tax filings for accuracy; codes and enters information into a database; serves as a liaison with outside agencies and performs other related tasks.

Assists with the development and implementation of goals, objectives, policies, and priorities for the Finance Division; assists with and performs a variety of personnel actions including selection, training, promotions, performance evaluation, disciplinary measures, and dismissals.

Develops internal accounting procedures/processes for efficiency; assists with the preparation of financial reports and grant claims.

Prepares or assists with the preparation of the Annual Comprehensive Financial Report (ACFR) and other financial reports.

Researches, recommends, and implements computerized control systems for payroll and benefits configuration and accounting and financial functions related to applicable accounting processing.

Prepares required reports for federal, state, county, and other external funding sources in accordance with reporting requirements.

Coordinates the administration of special assessment districts, including all regulatory compliance, debt service, and placement of assessments on the County tax roll.

Maintains capital asset records; analyzes expenditures for capitalization in accordance with City policy and accounting professional standards; and calculates depreciation expense.

Participates/assists with Capital Asset/Project budget developments.

Directs, reviews, and participates in accounting for grants, compliance with grant requirements, and drawdown of grants.

Prepares payroll journal entries; maintains and updates master payroll records, including the production of employee paychecks, benefit statements and accrual calculations; prepares quarterly, annual, and W-2 tax reporting statements; and works with Human Resources to carry out various confidential personnel transactions such as salaries, benefits, promotions, special pays, reclassifications, demotions, suspensions, terminations and other related matters.

Researches and resolves discrepancies and problems with a variety of vendors, employees, and governmental agencies,

Researches and adheres to payroll practices and procedures as defined within Memorandums of Understanding, other agreements, city policies and directives; implements provisions and associated changes in employee bargaining agreements on the payroll system.

Explains payroll deductions and related payroll transactions to City employees.

Researches and assembles information from a variety of sources for the completion of forms or the preparation of reports.

Prepares salary projections; develops assumptions and updates budget workbook for departmental review and budget development.

Performs related duties as required and/or assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

**Thorough knowledge of:** Accounting theory and generally accepted accounting and auditing principles, practices, and procedures.

**Working knowledge of:** Principles and practices of supervision and training; principles and practices of computerized accounting and data processing.

**Knowledge of:** Regulations and reporting requirements for municipal agencies; modern office management

procedures; methods and techniques involved in conducting analytical studies and research of administrative practices and procedures.

**Ability to:** Plan, organize and direct accounting, purchasing, inventory and other department related operations and activities; establish and maintain cooperative working relationships with coworkers and staff of other City departments; direct, train and evaluate staff and work activities; analyze, evaluate, and interpret accounting data; prepare and interpret complex financial reports; make mathematical calculations rapidly and accurately; design, implement, interpret and monitor department policies and procedures; analyze administrative, operational and organizational conditions and problems and recommend and implement appropriate solutions, including implementation of new automated systems and software; interpret and explain governmental and accounting policies, rules and regulations; provide fiscal interpretation of data to management; oversee and assist auditors with the Comprehensive Annual Financial Report; communicate clearly and concisely both orally and in writing; prepare clear and concise fiscal reports; read, speak, write, and comprehend English at a level necessary to carry out the essential functions of the position to explain complex policies and instructions in plain language and to communicate with City employees, elected officials, executives, other departments, agencies, and government organizations; communicate clearly and concisely both orally and in writing; prepare clear and concise fiscal reports; read, speak, write, and comprehend English at a level necessary to carry out the essential functions of the position to explain complex policies and instructions in plain language and to communicate with City employees, elected officials, executives, other departments, agencies, and government organizations.

#### **NECESSARY SPECIAL REQUIREMENTS**

Must be 18 years of age or older.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check and reference check.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

#### **EXPERIENCE and CERTIFICATIONS**

Any combination of education, training, and experience that would likely provide the required knowledge, skills, and abilities; normally this would include:

**Education:** A Bachelor's Degree from an accredited college or university with major course work in accounting, finance, business, or a related field. Certification as a CPA is desirable.

**Experience:** Four (4) years of increasingly responsible professional and technical accounting experience in a governmental setting.

**License or Certificate:** Possession of a valid Class C California Driver's License.

#### **MENTAL AND PHYSICAL REQUIREMENTS**

**Physical Requirements:** Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, grasping, and making repetitive hand movement in the performance of daily activities. Acute hearing is required when providing phone and personal services.

**Environmental Conditions:** The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job: While performing the duties of this job, the employee regularly works in an office environment.

**FLSA Status:** Exempt, Professional, Confidential  
**Revised:** August 2022