

# Accounting Supervisor



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. -Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

## JOB SUMMARY

Responsible for work in the Finance Department and Utility Billing Department. -Areas of responsibility includes overseeing the utility billing functions, accounts receivable, and audits. -Work is performed under the general supervision of the Assistant Finance Director and the Finance Director.

## ESSENTIAL JOB FUNCTIONS (examples, not all-inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification.- It is not necessarily descriptive of any one position in the class.- The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Directs and assists staff in the processing of customer invoices and payments for utilities, Waste Management, and EMS Services.
- Researches and resolves complex customer concerns.
- Oversees utilities account-related activities, including but not limited to turn-off list, processing ing lien inquires, and preparing work orders.
- Supervises and audits the balancing of daily revenue intake; ensures accurate recording of deposits; transfers balances between accounts; does daily bank run.
- Directs and assists with payroll system set up of deductions, etc. Monitors, records, corrects, and remits payroll deductions including but not limited to taxes, HSA, retirement, and pension funds, etc.
- Creates financial reports for the Finance Director as needed.
- Schedules disposal of records in accordance with both City policy and legal requirements.
- Trains and evaluates assigned staff.
- Processes and reports to the State annually unclaimed property.
- Prepares and reviews accounting transactions related to grant funds, reviews expenditures and revenue reports for grants, and prepares the annual Schedule of Expenditure of Federal Awards and State Financial Assistance (SEFA).
- Prepares analytical reports of various projects and program tracking to ensure proper allocation of project disbursement to various grants/programs.
- Assists external auditors in year-end closing functions in preparing the fringe benefits portion of the Annual Comprehensive Annual Financial Report in accordance with GASB 68 and 75.
- Performs other duties as directed.

## QUALIFICATIONS

### **Education and Experience:**

Bachelor's Degree in Accounting or Finance or a related field. Minimum of tThree (3) years of experience in a related field; or an equivalent combination of education, training, and experience. Additional qualifying experience or completion of coursework at an accredited college or university in a job-related field, may substitute on a year-for-year basis for one year of the required experience or education. Possess or be able to obtain a valid State of Florida driver's license within 30 days by the date of hire.

### **Knowledge, Skills, and Abilities:**

- Knowledge of governmental accounting and budgeting principles and procedures.
- Knowledge of modern office practices and procedures.
- Knowledge of data processing applications related to accounting and proficiency in Word and Excel.
- Knowledge of accounting terms and principles.
- Knowledge of governmental accounting and budgeting principles and procedures.
- Knowledge of modern office practices and procedures.
- ~~Knowledge of data processing applications as it related to accounting and proficiency in Word and Excel.~~
- Knowledge of governmental accounting and budgeting principles and procedures.
- Knowledge of modern office practices and procedures.
- Knowledge of data processing applications ~~as it~~ related to accounting and proficiency in Microsoft Office, especially in Excel, ~~and~~ Word, and Power Point.
- Ability to review, analyze, and interpret fiscal and financial records.
- Ability to maintain records and to prepare and submit neat and clear reports.
- Ability to prepare complex journal entries.
- Ability to prepare various state reports and forms.
- Ability to analyze and perform research on computerized and manual records.
- Ability to express ideas effectively orally and in writing.
- Ability to operate standard office machines.

### **PHYSICAL/MENTAL DEMANDS**

Tasks involve the ability to exert light physical effort in sedentary to light work, ~~but~~ which may involve ~~some~~ lifting, carrying, pushing, and pulling ~~of~~ objects and materials of light ~~weight~~ (5-10 pounds). Tasks may involve extended periods ~~of time~~ at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

### **WORKING CONDITIONS**

General office setting: frequent interruptions and many deadlines to meet.