

CALLEGUAS MUNICIPAL WATER DISTRICT JOB DESCRIPTION

Job Title: ACCOUNTING SUPERVISOR

Department: Finance & HR

FLSA Status: Non-exempt

Reports To: Manager of Finance & HR

Position Type: Full Time

Revision Date: October 2013

POSITION SUMMARY

Under general supervision of the Finance & Human Resources Manager, supervises and coordinates the financial, accounting and related administrative functions of the District, including maintaining the general ledger, payroll submissions, accounts payable, accounts receivable, budgeting, cash flow management, investment tracking; supervises, trains and evaluates accounting personnel; assists the Finance & Human Resources Manager with the maintenance of budget controls; and performs related work as required.

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.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinates the organization, staffing, and operational activities for assigned accounting activities and operations.
- Establishes, reviews and maintains effective internal controls over financial reporting and accounting functions.
- Assist managers in the coordination, analysis, preparation and presentation of the District's annual budget.
- Monitors the District's budget results and provides periodic status reports to the appropriate managers. Recommends modifications to the annual budget as necessary.
- Integrates and maintains the District's accounting software, ensuring the availability of necessary financial and statistical information.
- Oversees the recording of assets and ensures timely and accurate posting to the general and subsidiary ledgers.
- Under the supervision of the Finance & Human Resources Manager, responsible for the development & preparation of financial reports and statements.
- Responsible for monitoring and tracking District investments. Ensures reserve funds are invested per the District's Investment Policy.
- Assists external auditors in the preparation of the annual financial statement issuance and interim requests.

- Responsible for the supervision, selection, training and evaluation of the accounting staff members.
- Responsible for the processing of timesheets and payroll submittal to ADP.
- Coordinates monthly, quarterly, and annual closing activities.
- Establishes and regularly reviews policies and procedures for accounting functions and payroll submission.
- Provides assistance in other administrative areas and performs miscellaneous duties as assigned.

SUPERVISORY RESPONSIBILITIES

Directly supervises accounting employees by carrying out supervisory responsibilities in accordance with the District policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; annual performance reviews; rewarding and disciplining employees; addressing complaints and resolving problems. Prepares schedules, verifies time sheets and approves overtime when necessary.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Education and Experience

A Bachelor's degree with major course work in accounting or business and five years of relevant experience which clearly demonstrates ability in accounting is required. A combination of education and experience which provides similar knowledge, skills, and abilities may be qualifying.

The employee must have demonstrated knowledge and experience in the application of:

- Principles and practices of accounting, budgeting, finance, and the development and maintenance of internal controls.
- Generally accepted accounting principles (GAAP) and Governmental Accounting Standards Board (GASB) standards.
- Laws, rules, & ordinances related to the District's financial functions and operations.
- Computerized management information and fiscal systems.
- Principles of supervision, training, and management.
- Methods, practices, and procedures of financial and statistical record keeping.
- Current office methods, procedures, and equipment.

Skills

- Proficient in word processing, spreadsheet & database systems to maintain financial data utilizing computers.

- Ability to interface effectively and develop positive relations at all levels internally and externally to the District.
- Ability to plan, organize, and schedule task assignments for efficient and effective support. Must be capable of simultaneously managing multiple projects with varying degrees of complexity under pressure of deadlines.
- Ability to plan, organize, and schedule workloads to maintain an output level of high quality.
- Ability to participate in and contribute to meetings and conferences with personnel of various professional and non-professional backgrounds to develop plans, solve problems, and reach agreements.
- Ability to effectively communicate District policies orally and in writing.
- Ability to manage the financial, budgeting, and accounting information systems of the District.
- Ability to provide supervision, training, work development and evaluations for District accounting staff.
- Ability to coordinate District budget development and internal controls.
- Ability to direct the maintenance of ledgers and journals.
- Ability to assist in the preparation of financial reports and statements.
- Ability to communicate well during public presentations.
- Ability to exercise leadership, authority, and supervision tactfully and effectively.
- Ability to perform a variety of financial and statistical record keeping assignments.
- Ability to make arithmetical calculations quickly and accurately.
- Ability to follow oral and written directions.
- Ability to operate a computer and use accounting system software.
- Ability to prepare and organize a variety of information.
- Ability to establish and maintain cooperative working relationships.

PHYSICAL AND MENTAL REQUIREMENTS

The physical and mental requirements 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

- Requires sitting, standing, bending, and reaching; talk or hear, in person, in meetings and by telephone.
- Requires manual dexterity and use hands and fingers to handle and feel sufficient to operate computers and standard office machines such as fax, calculator, telephone, copiers etc.
- Requires normal range of hearing. Specific vision abilities required by this job include close and distance vision and the ability to adjust focus. May require lifting up to 25 pounds.

Mental

- Required to use written and oral communication skills; read and interpret complex data, information and documents.
- Required to analyze and solve problems.
- Required to observe and interpret people and situations.

- Required to use math and mathematical reasoning; learn and apply new information or skills.
- Required to perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines.
- Required to interact with District executives and managers, District board members, employees and the public.

TYPICAL PHYSICAL ACTIVITIES

- Communicates orally with District management, co-workers, and the public in face-to-face, one-to-one, and group settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as computers, copiers, calculators, telephones, and scanners.
- Sits for extended time periods.
- Hearing and vision within normal range.

EQUIPMENT TO BE USED

Must be able to operate computers and standard office machines such as calculators, telephones, copiers, and scanners.

WORK ENVIRONMENT

The work environment characteristics are those generally encountered in an office environment. 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. Employee is a designated Emergency Services Worker and is occasionally called upon to work overtime or odd schedules.

SPECIAL REQUIREMENTS

- The applicant will agree to authorize background reference checking with past employers and personal references.
- The applicant or incumbent will agree to submit to and must pass the District's pre-employment, post-offer medical examination including drug and alcohol screening performed by a physician chosen by the District.