

ORGANIZATION: City of Sherwood
LOCATION: Sherwood, Oregon
DEPARTMENT: Finance
FLSA STATUS: Exempt
JOB TITLE: Accounting Supervisor – Pay Group D

DATE: 2013

PURPOSE OF POSITION:

The purpose of this position is to support the Finance Director by assuring that all internal controls, financial accounting, financial reporting, and budgeting are done in a timely manner and accurately. The position supervises accounting staff and certain operational functions for the department as a whole.

ESSENTIAL JOB FUNCTIONS:

Maintains the integrity of the City's accounting system and its data by supervising the general and all subsidiary ledgers accounting. Subsidiary ledgers include: payroll, accounts payable, accounts receivable, fixed asset, capital project, and cash receipting.

Performs advanced professional accounting work in the processing and maintaining financial data and expenditure controls and supervises the work of subordinates performing supporting accounting functions.

Assures that the month-end and year-end closings are completed and that all reconciliations and reports are done in a timely manner.

Maintains internal controls establish to prevent fraud, assure compliance with accounting standards, track assets, and prevent budget over expenditures.

Produces the Consolidated Annual Financial Report and manages the audit process. Prepares and delegates the preparation of audit work papers. Is main point of contact with auditor, and is responsible for maintaining audit schedule. Prepares the annual financial report including notes to the statements and supplemental materials.

Utilizes financial reporting tools to produce standard and special reports for the City Manager, Finance Director, City Council, and other departments.

Responsible for technical budget preparation and maintenance. Prepares supplemental budget documentation and updates budget with approved changes.

Manages financial software and reporting software. Oversees all software processes and procedures. Coordinates access security with Information Technology staff.

Maintain cooperative working relationships with City staff, other organizations and the general public.

Responsible for making debt service payments and for identifying and inputting material events into Electronic Municipal Market Access (EMMA) System.

Serve as the direct backup for the Finance Director in their absence.

Follow all safety rules and procedures for work areas.

AUXILIARY JOB FUNCTIONS:

Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Broad knowledge of the principles, methods and practices of fund accounting, cost accounting, financial reporting, internal controls and auditing procedures. Experience with sophisticated fund accounting software. At least two years supervisory experience. Equivalent to a complete four-year university education in accounting and a minimum of three years performing functions at the Accountant level or higher, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

SPECIAL REQUIREMENTS/LICENSES: None.

DESIRABLE REQUIREMENTS: Broad knowledge of the principles, methods and practices of governmental accounting. Previous experience in municipal finance. Four year degree in Accounting.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 5 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 10 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS:

Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises.

SUPERVISORY RESPONSIBILITIES:

Responsible for supervising 1 to 7 FTE depending on area of assignment. Oversee programs as needed. May provide training and orientation to volunteers, students and newly assigned personnel on site policies and practices.

SUPERVISION RECEIVED:

Works under the direction of the Finance Director.