

City of Stockton

SUPERVISING ACCOUNTANT

Established:	Unknown
Resolution:	Unknown
Spec Adopted:	Unknown
Resolution:	Unknown
Spec Amended:	01/29/15
<u>Spec Amended:</u>	<u>05/23/25</u>
<u>To CSC:</u>	<u>06/19/25</u>
CS Status:	Classified
Unit:	Supervisory "C"
FLSA Status:	Exempt

DEFINITION

Under direction, supervises professional and support staff, participates in a variety of financial functions of the Accounting Division and performs complex and specialized accounting work related to municipal accounting and record keeping; performs related work as assigned.

CLASS CHARACTERISTICS

This is the first full supervisory level in the professional Accountant series. Incumbents are responsible for planning, organizing, supervising and reviewing the work of a group of professional and support personnel. The incumbent in this class exercises a high degree of independent judgment in diverse and specialized accounting projects and has significant accountability and on-going decision making associated with the work. This class is distinguished from the Accounting Manager in that the latter has primary responsibility for general accounting, accounts payable and/or payroll activities and functions.

PRINCIPAL DUTIES (Illustrative Only)

- Plans, organizes, assigns, directs and reviews the work of subordinate professional and support staff.
- Participates in developing and implementing goals, objectives, policies, procedures and work standards for assigned area of responsibility.
- Assists in establishing internal controls and procedures.
- Participates and recommends staff selection, evaluates work and provides for staff training and professional development.
- Reviews accounting documents to ensure accuracy of information; prepares correction entries; examines supporting documentation to establish proper authorization and conformance with agreements, contracts and state and federal regulations.
- Monitors, maintains, reconciles and analyzes general ledger and subsidiary ledgers involving a variety of transactions and accounts.
- Prepares trial balances, financial reports, journal entries and periodic reconciliation of projects, grants, and funds.
- Supervises the compilation and preparation of monthly, quarterly and annual financial statements and supporting schedules.
- Maintains expenditure and budgetary control accounts.
- Directs and participates in preparation of cash transfers and loans between funds.
- Supervises preparation of various statutory financial reports as mandated by federal, state and City laws, regulations or ordinances.
- Directs, reviews, and participates in accounting for grants, compliance with grant requirements, and draw down of grants.
- Assists in implementation and training users on a new financial accounting system and related systems.

- Obtains thorough understanding of accounting standards and principles and recommends new or revised policies, practices and procedures.
- Provides guidance and training to City departments on financial accounting systems, City procedures and processes, and internal controls.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

- Principles, practices and terminology of generally accepted accounting principles (GAAP), preferably including pronouncements of Governmental Accounting Standards Board (GASB);
- Understanding of the adequate design and implementation of internal controls;
- Principles and practices of integrated computerized financial systems, particularly related to the processing of accounting information;
- Principles of municipal debt service administration;
- Applicable federal, state and municipal laws, rules and regulations governing public agency accounting and finance practices, fiscal controls and financial reporting, including requirements related to the Single Audit Report;
- Principles, terminology and development of budget;
- Computer software applications used in the accounting office environment, including Microsoft Excel, Word and PowerPoint;
- Quality customer service principles and practices; and
- Principles and practices of employee supervision, including selection, training, evaluation, discipline and staff development.

#### Skill in:

- Supervising, training and reviewing the work of assigned accounting and support staff;
- Evaluating assigned accounting and support staff;
- Making sound independent judgment within established guidelines;
- Devising and installing complex financial accounting systems and procedures;
- Verifying the accuracy of financial data and information;
- Ensuring proper authorization and documentation of financial transactions;
- Analyzing, posting, balancing and reconciling financial information;
- Making accurate mathematical calculations;
- Reviewing and interpreting financial reports, transactions and legal documents;
- Preparing clear, concise and complete financial reports and statements;
- Communicating effectively in both oral and written form;
- Coordinating functions and activities between departments and outside agencies; and
- Establishing and maintaining effective cooperative working relationships with those contacted in the course of work.

#### Education/Experience:

Possession of a Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration or a closely related field.

Experience:

~~Find four (4) years of increasingly responsible accounting experience preferably in a governmental or public agency setting with at least one year in a lead capacity, with primary duties in planning, organizing, assigning, directing, and reviewing the work of subordinate professional and support staff.~~

~~at a level equivalent to the City's class of Senior Accountant. Experience in a public agency setting and Certified Public Accountant or Certified Public Finance Officer designations are strongly desirable. Lead or supervisory experience is a plus.~~

Knowledge of:

- ~~Principles, practices and terminology of generally accepted accounting principles (GAAP), preferably including pronouncements of Governmental Accounting Standards Board (GASB);~~
- ~~Understanding of the adequate design and implementation of internal controls;~~
- ~~Principles and practices of integrated computerized financial systems, particularly related to the processing of accounting information;~~
- ~~Principles of municipal debt service administration;~~
- ~~Applicable federal, state and municipal laws, rules and regulations governing public agency accounting and finance practices, fiscal controls and financial reporting, including requirements related to the Single Audit Report;~~
- ~~Principles, terminology and development of budget;~~
- ~~Computer software applications used in the accounting office environment, including Microsoft Excel, Word and PowerPoint;~~
- ~~Quality customer service principles and practices; and~~
- ~~Principles and practices of employee supervision, including selection, training, evaluation, discipline and staff development.~~

Skill in:

- ~~Supervising, training and reviewing the work of assigned accounting and support staff;~~
- ~~Evaluating assigned accounting and support staff;~~
- ~~Making sound independent judgment within established guidelines;~~
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- ~~Preparing clear, concise and complete financial reports and statements;~~
- ~~Communicating effectively in both oral and written form;~~

- ~~• Coordinating functions and activities between departments and outside agencies; and~~
- ~~• Establishing and maintaining effective cooperative working relationships with those contacted in the course of work.~~

Physical/Mental Abilities:

- Mobility - ~~Constant~~ Frequent sitting, bending and twisting for long periods of time while operating a keyboard; occasional walking, squatting, climbing stairs, kneeling, and crawling;
- Lifting - Occasional lifting and/or carrying up to 25 pounds ~~or less~~;
- Vision - Constant use of overall visual capabilities, reading fine print and PC screens; frequent need for use of color perception;
- Dexterity - Frequent typing, holding, grasping, repetitive motion and writing;
- Hearing/Talking - ~~Constant hearing and talking of normal speech~~ Frequent communication in person and on the telephone;
- Special Requirements - May require occasional driving to trainings and meetings, weekend or evening work;
- Emotional/Psychological - Constant concentration, decision making and public contact; frequent ability to exercise sound judgment, especially under stressful situations with short timelines; and working alone;
- Environmental Conditions - Occasional exposure to noise, indoor cold/heat and working around equipment and machinery; and
- Working Conditions - Primarily performed in an office environment ~~which is typically quiet~~.

*This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirement of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the American with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.*

APPROVED:

Original signed by \_\_\_\_\_

TERESIA \_\_\_\_\_ ZADROGA HAASEJASMINE

INTERIM DIRECTOR OF HUMAN RESOURCES

DATE: January 29, 2015

PANTOJA