

City of Stockton

## SUPERVISING ACCOUNTANT

### 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.

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

- 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:

~~And 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;~~
- ~~Devising and installing complex financial accounting systems and procedures;~~
- ~~Verifying the accuracy of financial data and information;~~
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- ~~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.~~

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 \_\_\_\_\_

PANTOJA

~~TERESIA~~ ZADROGA-HAASEJASMINE

INTERIM DIRECTOR OF HUMAN RESOURCES

DATE: January 29, 2015