



Hidden Valley Lake Community Services District

Accounting Supervisor Job Status: Exempt

This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include** all duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

Under general direction, plans, organizes, supervises, and participates in all aspects of the District's Financial activities, including general accounting, cash management internal control functions, customer accounts service, billing, payroll, accounts payable and accounts receivable; prepares a variety of monthly and annual reports; assists in the preparation and administration of the District's budget; provides highly responsible and complex staff assistance to the General Manager

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the General Manager. Exercises general supervision over Account Representative, Sr Account Representative staff.

ESSENTIAL FUNCTIONS: *(but are not limited to the following)*

- Plans, prioritizes, assigns, supervises, and reviews the work of staff responsible for all accounting related duties, including general ledger, accounts payable, accounts receivable, payroll, billing, customer accounts and cost accounting.
- Performs complex analysis of revenues and expenditures; recommends amendments to the budget. Serves as a financial resource to the General Manager and the Board of Directors as required; provides information regarding a variety of accounts, revenues, and expenditures.
- Reviews, edits, and updates financial information to be posted to the general ledger.
- Assists staff in the proper classification of revenues and expenditures.
- Monitor and balance various accounts verifying availability of funds and classification of expenditures; research and analyze transactions to resolve problems; monitor cash flows.
- Prepare comprehensive financial studies, reports and statements as directed. Maintain and adjust the District's fixed assets records.
- Performs the more technical and complex tasks and trains others to do the same.
- Participates in the interviewing and hiring of new staff; counsels' employees on performance issues, approves time off for payroll purposes, and prepares and signs employee performance evaluations.
- Supervises and participates in customer service account and billing functions; handles and resolves the more difficult customer service inquiries.
- Oversees and supervises collection efforts to ensure all accounts are paid on a timely basis and in compliance with the fair debt standards act.
- Review's bank and investment account statement reconciliations; assists with petty cash handling; ensures that all payments are received and appropriately posted; process payment errors, bank transfers and wire transfers as needed.

- Processes and reconciles miscellaneous payments received for miscellaneous payments, property taxes, liens, and surplus payments.
- Supervises and participates in the preparation of the District's financial statements in accordance with knowledge of generally accepted accounting standards; reviews accounting documents to ensure accurate information and calculations.
- Oversees and participates in accounts payable activities; reviews invoices and approves requisitions and fund availability; processes canceled checks; issues payment on invoices; maintains and issues payment for debt accounts.
- Oversees and participates in payroll activities; reviews timesheets and processes discrepancies; approves and ensures accuracy of pay rate changes; reviews and approves Federal and State quarterly reports; oversees vacation and sick leave payouts.
- Assists in preparing the District's annual budget and midyear budget as required by the General Manager.
- Prepares and participates in the preparation of the District's policies and procedures in accounts payable, accounts receivable, payroll, cash receipts, fixed assets, utility billings and the District's Financial Statements.
- Sets up, reviews, authorizes, and maintains journal entries, journals, ledgers and supporting financial records and maintains the general ledger.
- Performs special projects for the General Manager.
- Responds to District staff, auditors, and other governmental agencies on a variety of requests relating to District accounting information and records.
- Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner.
- Performs other related duties as assigned.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

- Work in an office environment with some exposure to dust, dirt, and hazardous materials.
- Stand, walk, and sit for extended time periods; able to carry, push, pull, reach, and lift objects of light to medium weight; hearing and vision within normal ranges.
- Communicate orally with District management, co-workers, and the public in face-to-face, one-to-one and group settings; regularly use a telephone for communication.
- Read and interpret complex data, information, and documents; analyze and solve complex problems; use math/mathematical reasoning; perform detailed work on multiple concurrent tasks; work with interruptions and interact with all levels of District management, board members, business and community leaders, employees, the public and others encountered in the course of work.
- Operate office equipment including use of computer and keyboard; work at a desk and computer for extended time periods; look at computer monitor for extended time periods.
- Travel by vehicle while conducting company business.

QUALIFICATIONS:

The following are minimal qualifications necessary for entry into the classification.

Education and/or Experience

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be graduation from a four-year college or university with a bachelor's degree in accounting, Finance or Business Administration, and a minimum of two (2) years of experience in finance and accounting at a senior management level and supervisory capacity within local Government.

Licenses/Certificates:

- Possession of a valid Class C California driver's license and satisfactory driving record is required.
- Possession of or ability to obtain a valid Notary Public designation within six months of employment.

KNOWLEDGE/SKILLS/ABILITIES:

The following are a representative sample of the KSA's necessary to perform essential duties of the position.

Knowledge of:

- Advanced principles, practices and terminology of general funds, and enterprise accounting, including financial statement preparation and methods of financial control and reporting.
- Budgeting principles, methods, and terminology.
- Cost accounting principles, methods, and procedures.
- Laws and regulations relating to the financial administration of public agencies.
- Principles and practices of auditing and internal control.
- Principles and procedures of cash management.
- Principles, procedures, and techniques of financial analysis.
- Advanced operations and uses of standard spreadsheet, database, word processing and presentation software.
- Principles and practices of business data management, particularly related to the processing of accounting information and interpretation of input and output data.
- Safe work methods and safety regulations.

Ability to:

- Plan, assign, train, evaluate and supervise the work of subordinates engaged in accounting and customer service work.
- Develop and implement account system modifications.
- Analyze, interpret, and prepare financial and accounting records and reports.
- Analyze and interpret complex utility billing records and coordinate the Accounts Representative staff.
- Interpret and explain District financial policies and practices.
- Verify and ensure the accuracy of financial data and information.
- Ensure proper authorization and documentation for disbursement.
- Analyze, post, balance and reconcile complex financial data and accounts.
- Prepare clear, concise, and complete financial documents, statements, and reports.
- Understand and follow oral and written directions.
- Work effectively with a small group or individually.

- Provide excellent customer service and resolve public concerns and complaints.
- Exercise independent judgment and initiative within established guidelines.
- Establish and maintain excellent working relationships with District staff and Board, and the general public.
- Operate a computer and related software at an advanced level.

Other Duties:

Perform other related duties as required.