

CITY OF SOLVANG
JOB DESCRIPTION
Accounting Supervisor

This is not an individualized job description. It defines the general character and scope of responsibilities. It is not intended to describe and does not necessarily list every duty for a given position.

DEFINITION

Under the general direction of the City Manager, performs the most complex professional level accounting tasks and duties, including maintaining, developing and analyzing financial records; financial reporting for local, federal and state agencies, and analysis of financial data. Prepares a variety of financial reports.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the City Manager.

Exercises functional or technical supervision over the Accounting Assistant and Utility Billing Clerk.

LICENSE REQUIRED

Possession of a valid California driver's license.

ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

CUSTOMER SERVICE

- Serves as a contact with the public for the City of Solvang. Provides general information and assists the general public, City staff, and outside groups, agencies and vendors.
- Establishes positive working relationships with representatives of community organizations, federal/state/local agencies and associations, the City Council, City staff, and the public.
- Participates as an active team member in helping other departments and staff in the City with accounting related issues, training, reporting, and processes.
- Assists with the phones, front desk, and cashing as needed during peak times.

FINANCIAL REPORTING AND ANALYSIS

Collects, analyzes, and reconciles data to accurately and timely prepare the following, but not limited to:

- Quarterly Returns and Reports, such as Use Tax, Building Standards Commission Fee Report, and others.
- Revenue Reports: Maintains records of monthly and annual Sales Tax, Transient Occupancy Tax, and Tourism Business Improvement District (TBID) revenues.
- Assisting in the preparation of the Comprehensive Annual Financial Report (CAFR).
- Variety of reports regarding revenues and/or expenditures for departmental or City-wide programs; prepares periodic and special reports regarding program operating costs.
- Investment Reports.
- Transit Reports: Prepares all materials/reports needed for various Transit programs, such as FTA Section 5311 and Transit Development Act funding.
- Monitors and reports on the status of federal programs; reviews and audits grant contracts, amendments and other documents to ensure compliance.
- Monitors aging of accounts receivable and determines appropriate course of actions, such as collections, etc.

GENERAL LEDGER MAINTENANCE, REVIEW AND RECONCILIATION

- Establishes and maintains new accounts or segments of the Chart of Accounts as needed.
- Reviews and/or reconciles accounts quarterly (at a minimum).
- Identifies and resolves any outstanding items in a timely manner.
- Prepares fiscal closing journal entries and other adjustments/entries as needed throughout the year
- Participates in the maintenance and analysis of all general ledger accounts and sub-systems such as accounts payable, accounts receivable, payroll, inventory, fixed assets, and revenues.
- Performs fund analysis by reviewing general ledger accounts; makes adjustments, corrects errors, or works with operating department regarding necessary changes.
- Performs and/or reviews bank reconciliations for multiple accounts on a monthly basis.

AUDIT COORDINATION, RESPONSE, AND COMPLIANCE

- Coordinate fiscal year and other audits, including gathering all audit requested materials.
- Provides reports and information as needed.
- Works with Administrative Services Director and Auditor to resolve any problems.
- Responds to information requests from external auditors and others as required.
- Performs yearly audits of local hoteliers to verify Transient Occupancy Tax receipts.
- Coordinates with City Auditor to prepare and file Single Audit Reports.
- Ensures all credit card merchant accounts are Payment Card Industry (PCI) compliant and completes annual reporting.

BUDGET

- Assists with annual budget preparation, including coordinating requests from department heads, updating the financial system, and developing final budget document.
- Prepares and processes budget adjustments.
- Reviews and monitors budget for overdrafts or issues needing correction.

LEADERSHIP, TRAINING, AND PROCESS IMPROVEMENT

- Supervises Accounting Assistant and Utility Billing Clerk in a variety of accounting and customer service functions.
- Provides leadership to the Accounting Division and recommends to the City Manager changes in division policies and procedures.
- Provides training and policy guidance to City staff regarding the City's financial system, including processes and reporting capabilities. Develops user guides as needed. Expected to learn and have a working knowledge of all modules in the City's financial system.
- Analyzes and recommends changes in procedures for greater efficiency.
- Works with department staff to develop and maintain desk manuals for positions within Finance Division.
- Drafts and delivers staff reports to the City Council as needed for finance related items.
- Performs other duties as assigned and makes every reasonable effort to improve the manner in which the job is performed and increase the quality of customer service.

PHYSICAL DEMANDS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS

Strength: Light-exert force to 20 pounds occasionally, or 10 pounds frequently, or negligible force constantly to lift, carry, push pull or move objects; May involve significant periods of remaining stationary, moving, pushing and/or pulling; Frequent fingering, typing and frequent extension of the neck upward,

downward and side to side; Occasional periods of remaining stationary, moving, bending, stooping, crouching, pushing, pulling, twisting at the waist, handling, gripping, grasping, reaching at, above and below shoulder level; On rare occasion, kneeling, climbing stairs and ladders and driving a motor vehicle with and without passengers.

Vision: Visual acuity which could be corrected sufficiently to perform the essential functions of the position.

Hearing: Effectively hear/comprehend oral instructions and communication.

Communication: Effectively communicate orally with staff, City Council members, Commissioners and members of the public.

ENVIRONMENTAL CONDITIONS

Works indoors constantly; goes outdoors occasionally; constantly uses a computer; Works both alone and with others; On occasion is exposed to dust.

EDUCATION

- High school diploma or GED.

EXPERIENCE

- Four years of responsible, professional experience in accounting, preferably in a local government or public accounting setting.

OR any combination of education, training, and/or work experience to demonstrate knowledge, skills, and abilities to meet the above minimum requirements.

MINIMUM REQUIREMENTS

- Comprehensive knowledge of, and experience complying with, applicable laws and regulations including Federal, State, Local, and IRS guidance. Ability to monitor, interpret and implement changes in laws, regulations and reporting requirements.
- Demonstrated knowledge of Generally Accepted Accounting Principles (GAAP).
- Demonstrated knowledge of internal controls.
- Demonstrated knowledge of governmental and/or fund accounting and budgeting.
- Proficiently operate a computer and related application software.
- Strong problem solving, analytical, and organizational skills.
- Ability to develop complex spreadsheets to analyze data from a variety of perspectives.
- Excellent oral and written communication skills.
- Knowledge of standard office administrative practices and procedures, including operation of common office equipment.
- Experience with organizing and maintaining records and various files.
- Demonstrated experience composing letters, memos and reports.
- Ability to use initiative and independent judgment within established guidelines.
- Ability to use tact and discretion in developing and maintaining effective working relationships with staff, officials and members of the public.
- Demonstrated experience using the internet, and other software applications (MS Word, Excel, etc.) to prepare correspondence, reports, spreadsheets, charts, and graphs.
- Knowledge of basic cash handling principles.
- Demonstrated experience providing excellent customer service in a challenging environment.
- Demonstrated ability to work independently, deal with frequent interruptions, handle high transaction volume, prioritize, meet deadlines, and work with speed and accuracy.
- Strong professional commitment to confidentiality with unquestionable integrity.
- Must successfully pass both a background and credit check.

PREFERRED REQUIREMENTS

- Experience using a financial system for accounts payable, receivable, cashiering, reporting, and budget.
- Experiences with Comprehensive Financial Report preparation
- Experience maintaining and being responsible for financial statement of an organization
- Bachelor’s Degree in a related field
- Certified Public Accountant (CPA) or Master’s Degree in Accounting
- Certified Public Finance Officer (CFPO)

This is to acknowledge that I have received a copy of this job description and understand its contents.

Employee Signature

Date