

Job Description: ACCOUNTING SUPERVISOR

PAY GROUP: 19

EEOC CATEGORY: Admin. Support

FLSA: Exempt

SUMMARY OF POSITION:

Fully participates in all processes/tasks related to Payroll, Accounts Payable, and Accounts Receivable. Research accounting transactions; Reconcile and maintain assigned general ledger accounts; Prepares and/or reviews journal entries; Supervises all staff related to these activities. Assures compliance with accounting rules and regulations and department goals and objectives.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Assistant Director of Finance.
2. Directs: Accounting Technician, Accountant I and Accountant II.
3. Other: Works closely with departmental employees, other department heads, and the general public.

ESSENTIAL FUNCTIONS:

1. Supervises, trains and evaluates subordinate employees.
2. Reviews various accounting transactions for accuracy including those for payroll, accounts receivable, accounts payable, and general ledger entries.
3. Evaluates operations and activities of assigned responsibilities and recommends improvements and modifications to accounting processes and procedures for stronger internal controls, and improved efficiency and accuracy.
4. Coordinates and performs the annual physical inventory and provides comprehensive summary to management on any inventory discrepancies; performs quarterly inventory as needed.
5. Performs random petty cash and till audits of all City departments.
6. Assists in month/year-end closing:
7. Reconciles accounting and financial data across multiple software platforms;
8. Assists the Finance Director and Assistant Finance Director in the preparation and maintenance of the City's annual operating, capital and personnel budgets;
9. Assists City departments and personnel with budget and accounting related issues and inquiries; provides accounting guidance to support staff.
10. Oversees bi-weekly payroll process; verifies payroll prior to finalization; prepares and/or reviews payment and reporting of payroll taxes, TMRS, and other payroll related expenditures;
11. Make necessary adjustments to employee rates or deductions to include merit increases, buyouts, longevity, promotions, step-up pay, taxable benefits, etc. each pay period.
12. Review/Correct payroll calculation errors; Assist with development and assignment of time entry, pay and deduction codes.
13. Assist in the preparation of personnel cost analysis for position upgrades, new hires, grant

reporting, department restructuring, etc.

14. Assists the Assistant Director of Finance with the maintenance of the Financial ERP;
15. Provides backup to Accountant II in maintaining the City's depository accounts and/or other assigned bank accounts:
 - Reconciles and monitors account balances and determines availability of funds.
 - Maintains bank account files; researches and resolves account issues.
 - Initiates and approves bank wire/transfers
16. Provide backup for payroll processing, invoice entry and cash receipting as necessary.
17. Coordinate with external auditors to ensure compliance with audit requirements.
18. Performs other duties as may be assigned

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Demonstrates experience maintaining records (manual and electronic) and performing data entry with a high level of accuracy and attention to detail.
- Ability to fully comprehend the entire payroll process to include rates, deductions, overtime, pay structures, etc.
- Ability to think critically and creatively to interpret data and make conclusions;
- Strong organizational skills including prioritizing, ensuring accuracy, multi-tasking, and handling interruptions appropriately;
- Ensuring assignments are completed in a timely and efficient manner;
- Must be able to interpret and apply regulations governing municipal accounting activities;
- Must have ability to read and comprehend financial reports, bank statements, spreadsheets, and accounting policies.
- Effective verbal and written communication skills

MINIMUM REQUIREMENTS:

- Bachelor's degree in Accounting, Finance, or a closely related field is preferred.
- Five (5) years of payroll and accounting experience including three (3) years' work in the public sector.
- Minimum of one (1) year of supervisory experience is highly preferred.
- Excellent knowledge of accounting principles and regulations
- Ability to identify and implement process improvements
- Strong analytical and problem-solving skills

CERTIFICATES AND LICENSES REQUIRED:

A valid Texas Driver's License with an acceptable driving record.

Must be bondable.

* for the purpose of compliance with the Americans With Disabilities Act (ADA)

This job description does not take into account potential reasonable accommodations. June 26