



## **CITY OF RANCHO SANTA MARGARITA JOB DESCRIPTION**

### **ACCOUNTING & BUDGET SUPERVISOR**

#### **DEFINITION**

Under minimum direction, organize, coordinate and supervise a wide variety of general accounting and budgeting functions including the preparation of the operating and capital improvement budget documents and a variety of financial reports; prepare revenue and expenditure projections; ensure compliance with generally accepted accounting and budgeting practices and internal policies; general oversight of purchasing functions including preparing and tracking purchase orders; provide technical assistance on all accounting and budgeting matters to City staff.

#### **DISTINGUISHING CHARACTERISTICS:**

This classification reports directly to the Administrative Services Director. This position is distinguished from the Administrative Services Director in that the Director has overall management responsibility for all aspects of the Administrative Services Department. This position is distinguished from the Accountant in that the Accounting & Budget Supervisor has a broader range of independence and is responsible for the full range of accounting and budgetary duties including Citywide budget development, financial reporting, and purchasing functions. Employees in this classification work under minimal supervision and receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the Division. This classification provides highly responsible and complex technical support to the Administrative Services Director and supervises the work of other Administrative Services Department administrative and support staff.

#### **ESSENTIAL DUTIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class. The duties assigned include, but are not limited to, the following:

- Responsible for the day-to-day technical accounting functions including accounts payable, payroll processing and review, account maintenance, and account reconciliation.
- Review a variety of data including journal entries, accounting transactions, payment requests, payroll reports, and related items, make modifications as

appropriate to ensure conformance with generally accepted accounting principles and standards.

- Post to and balance the general ledger and all subsidiary accounts; examine accounting transactions to ensure accuracy.
- Reconcile bank statements, identify discrepancies and correct financial records as necessary.
- Assume responsibility for the City's annual audit; act as liaison to independent auditors for all audits of City financial records.
- Coordinate and prepare a wide variety of financial reports including the Comprehensive Annual Financial Report (CAFR), State Controllers Report, Street Report, and other financial, statistical and summary reports for City Council and Management.
- Assume supervisorial responsibility for all services and activities of staff responsible for conducting accounting work including accounts payable, cash receipts and payroll.
- Monitor accounts, verify availability of funds and perform fund transfers to maintain appropriate account balances.
- Participates in management and oversight of Citywide purchasing policies and procedures including creating, monitoring and tracking purchase orders, purchase requisitions, task orders and change orders.
- Administers and maintains the City's automated financial and accounting system; troubleshoots and resolves operational problems.
- Participates in and supervises the preparation of reports in response to specific requests of the City Council, City Manager, or Administrative Services Director involving complex cost, statistical or financial analysis.
- Prepares revenue and expenditures projections for budget development and maintenance and confers with the Administrative Services Director regarding trends and assumptions.
- Coordinates and participates in the preparation of the City's operating and capital improvement budget documents.
- Supervise the maintenance of special revenue funds, fixed assets, and capital improvement funds.

- Participates in the development and implementation of goals, objectives, policies and priorities for assigned duties; recommends policies and procedures.
- Reviews the work and provides technical direction to accounting staff.
- Establish, maintain and foster positive and harmonious working relationships with City staff and all those contacted in the course of work.
- Perform related duties and responsibilities as required.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

Generally accepted accounting principles and procedures and their application to a variety of complex accounting transactions and problems.

Principles, practices, and procedures of municipal budget preparation and administration.

Laws, regulations and ordinances governing accounting practices.

Principles and practices of municipal accounting and internal controls.

Pertinent Federal, State and local laws, codes and ordinances relative to accounting procedures.

Modern office procedures, methods and computer equipment.

Principles and procedures of financial record keeping and reporting.

Principles of supervision, training and performance evaluation.

### **Ability to:**

Interpret and implement City ordinances, policies, systems, and procedures governing financial administration.

Apply advanced accounting principles to the maintenance of financial and accounting transactions.

Prepare and administer large program budgets.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations.

Prepare a variety of highly specialized statistical reports and financial statements.

Analyze complex accounting and financial data and prepare a variety of complex audits, financial statements, reports and analysis.

Use and operate modern office equipment and software.

Apply Federal, State and local laws and regulations pertaining to accounting, budgeting, auditing and payroll activities.

Participate in the development of Department goals, objectives and procedures.

Travel to various sites and operate a motor vehicle safely.

**Training and Experience:**

Any combination equivalent to experience and training that provides the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include:

Education equivalent to a Bachelor's degree in accounting, business administration, or related field with at least five years of progressively responsible professional government accounting and budget experience; or any combination of education, experience and training that would likely provide the required knowledge and abilities.

**Licenses:**

Possession of a valid California Driver's License and a safe driving record at appointment is required.

**Physical Standards:**

*The physical demands describes here are representative of those that must be met by an employee to successfully perform functions of this classifications. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

***Physical & Sensory Elements:*** The sensory demands of the job typically require speaking, hearing, touching and seeing. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be

required. Employee is frequently required to communicate with others, use a telephone and work on a personal computer. Close vision for reading and working on a visual display terminal screen and the ability to focus on small objects is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift and carry reports and records that typically weigh less than 25 pounds.

***Environmental Elements:*** Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may be required to travel to other locations and attend meetings beyond normal business hours. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing policies and procedures.

**Tools and Equipment:**

Personal computer, including financial, word processing, spreadsheet, electronic calendar, presentation and records management software programs; telephone, fax, copier, postage machine and other modern office equipment as necessary.

**SELECTION GUIDELINES**

All selection guidelines for this position are subject to City Council determination, and include a formal City application, rating of education and experience, oral interview, and reference check. Job-related tests may also be required. Successful completion of a background review, including fingerprinting, may be required. Selected candidate will be required to provide written identification showing entitlement to legal residence in the United States.

*Note: All employees of the City of Rancho Santa Margarita are designated to be "Disaster Service Workers." In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employee's normal work assignments and may continue through the recovery phase of the emergency. (Per City Ordinance 03-04)*