



City of Phoenix

ACCOUNTING SUPERVISOR

JOB CODE 03280

Effective Date: Rev. 07/08

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to assist with the day-to-day administration of a division in the Finance Department, oversee a major function or program, or provide advanced expertise on special projects. Responsibilities include supervising professional-level accounting staff; directing a wide range of fiscal accounting studies; overseeing the City's payroll, accounts payable, and accounts receivable operations; coordinating the City's Comprehensive Annual Financial Report (CAFR); monitoring and implementing new pronouncements of the Governmental Accounting Standards Board (GASB); advising City departments on accounting policies and technical procedures; and maintaining the integrity of the City's financial system general ledger. Accounting Supervisors have considerable latitude to exercise professional discretion within the parameters of Generally Accepted Accounting Principles (GAAP), GASB, and the City's ordinances, rules, regulations, policies, procedures and other guidelines. Work is performed under the general direction of a Deputy Finance Director and evaluated primarily on the basis of results achieved.

ESSENTIAL FUNCTIONS:

- Supervises and coordinates the work of professional-level accounting staff;
- Manages special projects for the Finance Director's office, and coordinates related committees and task forces;
- Directs fiscal accounting studies;
- Prepares financial reports and coordinates the CAFR;
- Maintains accounting records;
- Maintains the integrity of the City's financial system general ledger;
- Represents the Finance Department and the City on a variety of committees and task forces and during interactions with private industry representatives;
- Monitors, interprets, and implements GASB Pronouncements and other accounting standards;
- Coordinates and facilitates the design and implementation of automated accounting and financial systems;
- Advises City departments on accounting policies and technical procedures;
- Prepares the City's formal responses to GASB exposure drafts;
- Develops procedures related to compliance with GAAP, policies, and procedures;
- Establishes division policies, procedures, and monitoring programs;



City of Phoenix

- Answers inquiries and resolves complaints from employees and the public;
- Reviews all correspondence mailed from assigned sections of division;
- Enters data or information into a computer terminal, PC or other keyboard device;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Principles and practices of governmental accounting and municipal financial administration.
- GAAP and accounting practices.
- Modern office procedures and practices, including record keeping and data security methods and techniques.
- Private and municipal accounting and data processing systems.
- City computerized information systems.
- Principles and practices of supervision and personnel management.

Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Communicate orally in the English language with customers, clients, and the public using a telephone and in group and face-to-face, one-on-one settings.
- Work cooperatively with employees, customers, clients, and the public.
- Perform arithmetical computations quickly and accurately.
- Comprehend and make inferences from written material.
- Produce documents written in the English language using proper sentence structure, punctuation, grammar, and spelling.
- Review or check the work products of others to ensure conformance to standards.
- Operate keyboard devices such as computer terminal or personal computer.

Additional Requirements:

- Some positions in this classification require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicle



City of Phoenix

safely, possess an appropriate valid Arizona Driver License, possess personal insurance coverage, and have an acceptable driving record.

- Some positions require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

ACCEPTABLE EXPERIENCE AND TRAINING:

Three years of professional-level supervisory experience in governmental accounting or auditing, and a bachelor's degree in accounting, business administration, economics, or a related field. Other combinations of experience and education that meet the minimum requirements may be substituted.