



**CITY OF HAWTHORNE
HUMAN RESOURCES DEPARTMENT
ACCOUNTING SUPERVISOR**

GENERAL PURPOSE

Performs technical and administrative accounting work in maintaining the fiscal records and systems of the City.

SUPERVISION RECEIVED

Works under general supervision.

SUPERVISION EXERCISED

Supervises accountants, accounting technicians, support staff, or other part-time or temporary staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides professional advice to supervisors; makes presentations to supervisors, boards, commissions, civic groups and the general public.

Communicates official plans, policies and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Maintains harmony among workers and resolves grievances;
Performs or assists subordinates in performing duties; adjusts errors and complaints.

Prepares a variety of studies, reports and related information for decision-making purposes.

Supervises and prepares and records data for utility fund accounts and energy conservation programs.

Supervises and prepares and maintains Equipment Rental Fund accounts.

Supervises and prepares labor distributions.

Supervises and prepares periodic reports. Assists in the preparation of the annual and other State or Federal reports.

Supervises and makes journal entries to balance and close monthly books in general ledger, revenue and expense accounts; reconciles general ledger and subsidiary utility accounts.

Supervises and maintains the fixed asset accounts of the City.

Prepares financial reports on water, sewer, and electric revenue and expenses; reconciles bank statements.

Performs periodic financial studies and analyses.

Assists the Chief Financial Officer in the operation and maintenance of the City's central financial computer system.

Supervises and maintains any LID accounts or other special assessments.

Supervises and maintains special accounts receivable.

Prepares year-end reports.

PERIPHERAL DUTIES

Serves as a member of various employee committees.

Provides back-up to other related positions.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from an accredited four-year college or university with a degree in accounting, business management, finance or a closely related field, and

- (B) Five (5) years of accounting experience; or
- (C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Thorough knowledge of double entry accounting theory, principles, and practices, auditing theory and practices; internal control procedures, and bookkeeping and accounting procedures and systems, including computer applications;
- (B) Skill in the operation of the listed tools and equipment;
- (C) Ability to maintain effective accounting procedures, ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees and the public.

TOOLS AND EQUIPMENT USED

Personal computer, including spreadsheet and word processing software; central financial computer system; telephone; 10-key calculator; typewriter; copy machine.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above 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 position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____ Approval: _____
Supervisor Appointing Authority

Effective Date: Revision History:

