

**CITY OF CARLSBAD
CLASS SPECIFICATON**

JOB TITLE: ACCOUNTING SUPERVISOR

DEPARTMENT: VARIOUS

BASIC FUNCTION:

Under general supervision, to supervise and direct a group of clerical employees engaged in the preparation, processing and maintenance of a wide variety of accounting or financial records, including cashiering; and to perform related work as assigned.

KEY RESPONSILITIES:

(These are representative duties and the emphasis on certain duties will vary depending on the job assignment.)

Plan, direct, coordinate, assign and review the work of clerical employees engaged in accounting or financial clerical work.

Supervise personnel and work assignments.

Arrange work schedules and establish work standards.

Instruct and train employees.

Review completed work.

Evaluate employee performance.

Perform a variety of complex technical tasks involving the utilization of various electronic accounting systems such as the development of forms and requirements for data entry, the review and checking of data prior to data entry, assignment of account classification codes and others.

Understand and apply laws, the Carlsbad Municipal Code and city policies and procedures that relate to assigned areas and suggest recommended actions.

Ensure that citizen, employee and customer complaints and inquiries are answered and follow-up on any outstanding issues.

Prepare correspondence.

Assist in budget preparation and administration.

Assist in the development and implementation of systems and procedures.

Perform other related duties as assigned.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

- Principles, practices, terminology and forms used in bookkeeping and accounting work.
- Laws, the Carlsbad Municipal Code and city policies and procedures related to the assigned duties.
- Standard office methods, practices and procedures.
- Computerized accounting and record keeping systems and related software applications for performing required duties.
- Basic cost control and auditing procedures and practices.
- Principles of supervision, training and performance evaluation.

Ability to:

- Demonstrate and foster excellent customer service.
- Perform difficult clerical accounting work using independent judgment and initiative.
- Operate computer systems and related equipment as well as standard office equipment necessary to perform the work.
- Learn and process information using specialized software applications; e.g., database management, spreadsheets and word processing.
- Learn, apply, interpret and explain applicable laws, the Carlsbad Municipal Code and city policies and procedures.
- Prepare accurate departmental reports.
- Make arithmetical calculations with speed and accuracy.
- Analyze financial records and find and correct errors.
- Deal tactfully and effectively with employees and the general public.
- Plan, organize, direct, coordinate and review the work of a group of clerical employees.
- Compose letters and reports, maintain records, and prepare charts, graphs, and tables.
- Recommend and assist in implementation of policies and procedures.
- Supervise, train and evaluate subordinates as assigned.

EXPERIENCE AND EDUCATION:

Any combination equivalent to the experience and education that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience in accounting or a related field, including some supervisory experience.

Education:

Equivalent to a bachelor's degree from an accredited college or university in accounting or a related field.

PHYSICAL STANDARDS:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office and computer equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret narrative and statistical data, information and documents; analyze and solve problems; use reasoning and abstract concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, technical vendors and others encountered in the course of work.

Incumbents may occasionally need to travel to various city locations or to off-site meetings as necessary and as the assignment demands.

DATE APPROVED: June 5, 2001