ASHEVILLE, NORTH CAROLINA

Classification Specification

Supervisor, Accounting
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to supervise the day-to-day operations and staff involved in processing accounts payable, accounts receivable, payroll, and other financial documentation for the City.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff: plans, directs and reviews work of individuals and the team; processes employee concerns and problems and counsels as appropriate; recommends discipline, disciplinary actions, or discharge; completes employee performance appraisals and salary increases; participates in interviews and makes hiring recommendations; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; develops and oversees employee work schedules to ensure adequate coverage and control; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; and provides progress and activity reports to Treasurer, Chief Financial Officer, City Manager, or others as requested.

Supervises and participates in accounts payable, accounts receivable and payroll functions, as assigned; ensures adherence to established policies and procedures; ensures all accounting activities comply with local, state, and federal regulations and requirements and accepted accounting standards and principles; and recommends and implements process changes and improvements, policies, procedures, and standards for area of assignment to maintain compliance and to improve workflow.

Reviews and participates in accounts payable, accounts receivable and payroll activities: performs and/or verifies accuracy and completeness of transactions, data entry, document processing and related activities; identifies discrepancies; investigates issues, errors, problems, and rejections; and initiates and/or implements corrective actions to resolve discrepancies and correct errors.

Supervises and participates in maintaining assigned accounts and funds: prepares and completes journal entries; prepares, balances, reconciles, and reviews assigned check registers, accounts, and funds; records, and reviews the recording of, revenues, expenditures, and other transactions for assigned funds and accounts; and analyzes, reviews, and reconciles accounts payable, accounts receivable, payroll, debt service or other payments; and reviews and analyzes general ledger transactions.

Prepares a variety of financial reports and forms in compliance with local, state, and federal agency requirements, as well as in response to inquiries from City officials, employees, and the public: prepares and submits 1099, W2, 941 and other tax forms; submits related payments and reports to state and federal government as required; conducts research and provides financial data; and complies revenue, expense, and payroll analysis reports as requested.

Participates in year-end closing and audit processes: gathers, compiles, prepares, and completes reports and documentation for area of assignment, or as requested; assists internal and external auditors; provides requested data, reports and/or other items to ensure the completion and accuracy of annual audits.

Performs other duties in support of department activities: manages debt service payments; assists with investment funds; prepares portions of the City's Comprehensive Annual Financial Report; stops payment or voids checks as needed; participates in preparing department budget; and provides technical expertise and guidance to City staff regarding policies and procedures in area of assignment.

Communicates with City officials, supervisor, subordinates, other City employees, vendors, banking personnel, auditors, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, bills, invoices, personnel action forms, reconciliation forms and reports, tax forms, distribution reports, billing records, payroll reports, checks, wire transfers, debt service reports, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's degree in Accounting, Finance, or a related field required; supplemented by five years of experience in accounts payable, accounts receivable, payroll, accounting, or closely related field to include lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: None.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to act as a first-line supervisor, including instructing, assigning and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.