



City of Tempe

ACCOUNTING SUPERVISOR

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	377	<i>Department:</i>	Financial Services
<i>Supervision Level:</i>	Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Accounting Supervisor
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No
Click here for more job classification information including current salary range.			

REPORTING RELATIONSHIPS
Receives direction from the Controller or from other management staff.
Exercises direct supervision over accounting staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Three (3) years of accounting or auditing experience, preferably in municipal or public accounting. One (1) year of supervisory or lead experience is preferred.
<i>Education:</i>	Bachelor's degree from an accredited college or university with major course work in accounting or degree related to the core functions of this position.
<i>License / Certification:</i>	Possession of a certification as a Public Accountant or Certified Government Financial Manager is preferred.

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.
To actively support and uphold the City's stated mission and values. To supervise and perform a variety of professional level duties involving the accounting, recording and reporting of financial transactions involved in City funds; to review accounting records for accuracy; to prepare financial reports, statements and special financial analyses; and to perform a variety of professional accounting tasks relative to accounts payable, accounts receivable, general ledger, lease contracts, fixed assets, capital improvements, special assessments and capital asset accounting, grants, debt accounting, cash management and investments and a variety of financial statements.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Plan, assign and review work of accounting staff; participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement disciplinary procedures including performance improvement plans, and provide guidance on the individual development plans.
- Maintain interdepartmental communication, respond to requests and inquiries from other city departments; investigate inquiries and recommend action as necessary;
- Plan, schedule, organize, and supervise general ledger transactions, assigned accounts receivable and lease contracts to ensure proper receipt of funds and paperwork as required in the lease
- Provide assistance to City staff regarding accounting principles and procedures.
- Maintain and reconcile a variety of ledgers and accounts; review all accounting transactions to ensure accuracy; correct financial records as necessary.
- Assist in the development, testing, implementation and monitoring of procedures to ensure proper compliance with the internal controls identified for major accounting functions.
- Maintain existing and implement new financial accounting systems; review and update internal user manuals. Assist City departments with implementation of new software systems impacting general ledger.
- Develop and maintain reports and procedures to ensure accounting software systems are properly processing and recording transactions; prepare and review computer input for monthly financial reports.
- Assist in the preparation of complex financial analysis as requested by senior management; prepare administrative reports, audits, and program recommendations outlining findings.
- Assist in the preparation of the City's Annual Financial Report; interact with the external auditors as deemed necessary.
- Assist in the preparation of the annual Expenditure Limitation Report and forecast.
- Prepare and submit monthly analyses of expenditures and revenues, including monthly capital improvement project reports; prepare and submit quarterly analysis of expenditures and revenues.
- Monitor contract compliance with federal grant requirements; assist in Single Audit of federally funded programs and monies and the preparation of the Single Audit Report (A-133).
- Maintain various schedules, reports and procedures to ensure City is in compliance with federal arbitrage regulations.
- Process Debt Service payments timely and accurately. Maintain debt service amortization schedule.
- Complete external reporting for City obligations for bonds, leases and notes payable.
- Plan, schedule, organize and supervise the accounts payable process including the annual 1099 and other IRS reporting, unclaimed property remittance, use tax accrual, travel advances and reimbursements.
- Review and approve investment account reconciliations and investment income reconciliations.
- Review and approve bank concentration account reconciliations and journal entry adjustments.

- Manage relationships with the City's various banking customer service representatives.
- Manage internal City staff bank account access.
- Manage daily bank balance requirements and perform wire transfers as necessary to ensure optimal investments earnings and adequate coverage of City incoming and outgoing payments.
- Perform related duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work in a stationary position for considerable periods of time;
- May work alone for extended periods of time;
- Operates computer, copy machine and calculators;
- Extensive reading and close vision work;
- May require working extended hours.

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective June 2003

Revised November 2005 (Update job description; range adj)

Revised August 2007 (title change only)

Revised August 2012 (title change, update to essential functions)

Revised November 2021 (Update job title, MQ's, essential functions, job duties)