



**Title: SUPERVISOR OF GENERAL ACCOUNTING**

Salary: Band D  
Effective Date: 01/01/13  
FLSA Designation: Exempt

GENERAL DESCRIPTION

Under general direction of the Director of Finance and Administration, plans, organizes, directs, controls, and supervises work of staff related to general accounting and financial reporting, maintains and invests District funds. Performs complex accounting, auditing, and financial analysis, and prepares the District's budget. This is an unclassified position in which the incumbent serves at the discretion of the General Manager.

EXAMPLES OF WORK PERFORMED (Illustrative Only)

Plans, organizes, assigns, directs, reviews, and supervises the work of assigned staff engaged in accounting activities, including payroll, accounts payable, general ledger, subsidiary detail, and budget maintenance.

Selects, trains, and evaluates the performance of assigned staff.

Prepares the Department's annual budget; reviews expenditures to ensure they remain within prescribed limits; and justifies budget variances.

Communicates with staff and is responsible for ensuring compliance with District policies, rules, regulations, and guidelines.

Participates in formulating long-range planning goals.

Participates in managing the District's cash and banking, the investment of surplus funds, and maintaining positive relationships with the financial community.

Develops and analyzes the District's long-range financial forecasts, including projection of general operating cash and reserve balances and other long-range capital needs.

Administers the preparation of the annual budget and the reconciliation of budgetary accounts.

Provides guidance and direction to District staff with budget activity, proper expenditure coding, document preparation, and other accounting-related activities.

Prepares interpretative materials relevant to accounting and budgetary procedures for written and oral presentation to employees.

Coordinates and directs the fiscal year-end audit with District staff and the external auditors and plans, organizes, and participates in financial audit assignments, including those of other agencies with which the District interacts.

## **SUPERVISOR OF GENERAL ACCOUNTING**

Page 2

Directs the preparation, maintenance, verification, and reconciliation of a wide variety of records, financial reports, and statistical information.

Performs difficult and complex accounting, auditing, and special assignments; and develops specific financial systems and procedures to solve particular problems.

Researches, compiles, and prepares detailed financial reports and financial studies; and conducts cost and feasibility studies.

Interprets District policies and guidelines for others, including District staff, Board members, water users, landowners, and auditors.

Analyzes and develops or modifies manual and/or automated accounting systems.

Performs other duties as required.

### **CLASSIFICATION REQUIREMENTS**

**Education and Experience:** Any combination of education and experience that has led to the acquisition of the knowledge required by the position. A typical way of acquiring the knowledge would be:

A bachelor's degree in Accounting or Business Administration or a related field with major course work in accounting, and five years of accounting experience, two years which must have included lead or supervisory responsibilities; or equivalent.

#### **Knowledge of:**

- Principles and practices of accounting, auditing, budgeting, financial reporting, and cost accounting.
- Computer principles as applied to accounting systems.
- Research methods and techniques and methods of report presentation.
- Cash management and investments.
- Principles and practices of management and supervision.
- Accounting theory, principles, and practices and the application of these to governmental agencies.
- Cost accounting.
- The use of a PC.

### **SPECIAL REQUIREMENTS**

- Qualify for a fidelity bond.

## **SUPERVISOR OF GENERAL ACCOUNTING**

Page 3

### WORKING CONDITIONS

- Possess physical characteristics to perform the critical and important duties of the job.
- Work hours other than normal work schedule.

### STANDARD REQUIREMENTS

- Possession of a valid California Driver's license/Class C and a driving record acceptable to the District's automobile insurance provider.