

CONEJO RECREATION & PARK DISTRICT

Job Title: Accounting Supervisor

Division: Management Services

Summary:

Under general direction, supervises accounting staff; assists with the planning and execution of financial programs; designs and implements related fiscal budget and accounting procedures; serves as computer systems support, in accordance with District policies and procedures.

Essential Duties and Responsibilities:

- Researches and makes recommendations regarding District budget for services/supplies, monitors related budget appropriations, compiles annual program budget costs and prepares related charts.
- Maintains capital fund and sub-fund accounts, the fixed asset group of accounts, and completes fiscal accounting for capital projects.
- Supervises maintenance of the accounts payable files and subsidiary ledger by District organization entity, reflecting detail data on disbursements and related budget appropriations.
- Maintains personal property inventory records; coordinates annual and special property inventories.
- Maintains the long term debt group of accounts and prepares bond and note payments and related records.
- Identifies and resolves problems and inconsistencies in accounting, determining appropriate corrective procedures.
- Coordinates and assists independent auditors with audits of state and federal grants, and with the District's annual audit.
- Gathers and analyzes data and recommends changes to budget and fiscal policies and procedures.
- Administers the employee deferred compensation plan.
- Conducts studies, prepares reports, composes correspondence.
- Supervises, trains, and evaluates assigned staff.

Other Duties and Responsibilities:

- Reviews purchasing and financial records, including archival and disposal.
- Serves as computer system support manager, overseeing daily computer operations, resolving problems, and making recommendations for upgrades.
- May be required to drive District or personal vehicle to various sites for meetings.
- Performs related duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. *

Education/Experience:

Bachelor's Degree in Business Administration with emphasis in budgeting and accounting; four (4) years of progressively responsible, professional experience in accounting, budgeting, computer operations and financial administration; or an equivalent combination of education and experience.

Language Ability:

Ability to read, analyze, and interpret common professional and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers or regulatory agencies. Ability to present information to top management.

Math Ability:

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations. Ability to apply financial, budgeting and accounting principles.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Certificates and Licenses:

California Driver's License

Other Required Skills:

General computer literacy; use of word processing and spreadsheet programs.

Supervisory Responsibilities:

Directly supervises employees in the Accounting unit, responsible for overall direction, coordination, and evaluation of the unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.* While performing the duties of this job the employee is occasionally exposed to risk of electrical shock. The noise level in the environment is moderate.

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.*

While performing the duties of this job the employee is regularly required to sit; use hands to finger, handle, or feel.. The employee is frequently required to stand and walk. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl when working with computer equipment. The employee is frequently required to lift up to 10 pounds and occasionally up to 50 pounds. The vision requirements include; ability to adjust focus; color vision and close vision.

*Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

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JD1005 Reviewed 7/06

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned them by their supervisors or by law.