



## City of Irving Job Description

### Accounting Supervisor

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<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	Financial Services (Accounting Division)
<b>Job Code:</b>	17131	<b>Reports To (Job Title):</b>	Controller

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#### PURPOSE

To supervise accounting support staff members (accounts payable, accounts receivable, and payroll), including organizing, assigning, and reviewing work. Also, to review, prepare, manage, analyze, and/or present various financial documents and/or accounts.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Supervise staff, including assigning work, evaluating performance, managing schedules and leave, and participating in interviewing and hiring.
- Respond to inquiries from other City employees, management and members of the public, including greeting and assisting walk-in visitors and performing research to resolve issues.
- Responsible for key work units including accounts payable, payroll, miscellaneous account receivable subsystem, purchasing card processing and travel expense reports.
- Review reports created by automated system, assign vendor numbers, and verifies vendor information.
- Respond to auditor question on key work units.
- Approve cash reports ensuring proper accounts are used.
- Design and implement necessary changes in policy and process related to the accounts payable and receivable functions to increase efficiency and to ensure continued compliances with State and Federal regulations, as well as City policies and procedures.
- Ensure all payments and receivables are properly entered and processed in a timely and accurate manner.
- Interact with departments to ensure Miscellaneous AR billings are properly processed and follow up on aged balances.
- Manage the annual IRS Form 1099 reporting process.
- Perform reconciliations of open invoices, accounts payables, and accounts receivables.
- Perform analysis of accounts payable, receivable and payroll activity.
- Review council agenda items for accounting impact; forward information to appropriate staff as necessary.
- Review late payments and follow up with departments.
- Review various payroll reports (941, TWC, TMRS) submitted to external agencies.
- Assist in formulating unit's financial policies and procedures.
- Serve as backup to run accounts payable and payroll processes.
- Maintain spreadsheet and database tracking files, including preparing various reports.
- Process, reconciles, reviews various, and forwards payroll information.
- Review reconciliations of liability accounts.
- Interact with vendors to resolve situations and billing inquires as needed. Assist with communications and correspondence with vendors, including resolving complaints.

- Prepare and mails tax documents.
- Answer telephone, including transferring calls and taking messages.
- Research and answer questions from external auditors.
- Review and recommend improvements to accounting procedures.
- Provide accounting assistance and training to departments on accounting issues and financial system.
- Assist in the City's annual external audit and preparation of the City's Comprehensive Annual Financial Report (CAFR).
- Perform various additional accounting duties as necessary to meet department deadlines in the event of short staffing.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Perform related duties as assigned.

#### **SUPERVISORY RESPONSIBILITIES**

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 4 employees.

#### **FINANCIAL / BUDGETARY RESPONSIBILITY**

Oversight of over \$180 million in vendor payments (checks, credit cards and wires) annually.

#### **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

##### **EDUCATION**

- Bachelor's degree in Business, Accounting, or Finance.

##### **EXPERIENCE**

- At least three (3) years of related experience, including one (1) year of supervisory experience.

##### **CERTIFICATES, LICENSES, REGISTRATIONS**

- None

## **KNOWLEDGE OF**

- Accounting: Principles and practices including internal controls, cash management, general ledger, accounts payable, accounts receivable and payroll.
- Budget Management: Developing plans and budgets; comparing them against actual activity.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Applied Math: Concepts such as fractions, percentages, ratios, and proportions.
- Office Systems: Administrative and clerical procedures and systems such as word-processing systems, and filing and records management systems.
- Supervision: Personnel motivation, interviewing, hiring, oversight, evaluation, and discipline.
- Office Software: current word processing, presentation, spreadsheet, and database programs used by the City (MS Office Word, Excel, Power Point).

## **SKILLS AND ABILITIES IN**

- Accuracy: Attention to detail in dealing with numbers, words, documents, and ideas.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Mechanical/Technical: Safely operating diverse office equipment; especially computers, copiers, fax machines, calculators, and telephones.
- Service Orientation: Actively looking for ways to help people.
- System Ability: Multi-tasking by working with multiple software packages simultaneously.
- Sequencing: Correctly follow a given rule or set of rules to arrange things or actions.
- Written Expression: Communicating information and ideas in writing such as routine reports and correspondence, so others will understand.
- Reading Comprehension: Reading and interpreting documents.
- Organizational Strategies: Tracking multiple variables by sorting, grouping, & calendaring.
- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.
- Problem Analysis: Identifying and defining problems, collecting data, establishing facts, and drawing valid conclusions.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.

## **GUIDANCE RECEIVED**

### **Priorities and Policies**

Organizational priorities and policies, along with professional standards and best practices, guide decisions and direction or advice given to others. Typically makes recommendations to superiors after considering various alternatives. Proactively addresses needed changes to policies, methods and procedures and obtains approval.

## **CONTACTS**

Provide assistance to staff and management in all departments, vendors, and interact with the Treasury Bank for electronic vendor payments.

## **EQUIPMENT AND PROPERTY**

A computer (regularly utilizing Word, Excel, PowerPoint), copiers/printers/faxes, and a calculator.

## **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.\*

Balancing, carrying, kneeling, lifting, listening, seeing, sitting, standing, talking and walking.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

No unique work environment characteristics differentiate this one from a typical office setting.

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

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.