

CITY OF FONTANA SUPERVISING ACCOUNTANT

DEFINITION: To perform a variety of highly complex professional accounting duties. This position provides responsible analytical and technical support to the Deputy Management Services Director and provides lead supervision to professional, technical or clerical staff.

DISTINGUISHING CHARACTERISTICS: The Supervising Accountant is distinguished from the Senior Accountant in that this position exercises functional and technical supervision over professional, technical and clerical staff. Additionally, incumbents in this position are fully aware of the operating procedures and policies within the work unit and have a thorough knowledge in the audit and/or research of confidential records.

ESSENTIAL FUNCTIONS: The incumbent must have the ability to:

- Participate in the development and implementation of goals, objectives, policies and priorities related to activities of the division.
- Coordinate functions with those of other divisions, departments and outside agencies and organizations.
- Coordinate, review and approve highly responsible and complex professional accounting work in the administration and implementation of the City's financial, treasury, and accounting functions.
- Review audits of payroll and other confidential records and reports.
- Review and approve complex and technical financial transactions.
- Coordinate, review and approve various reports including but not limited to the Comprehensive Annual Financial Report (CAFR), California Debt and Investment Advisory Commission Report, State Controller's Report, Street Report, Redevelopment Agency Debt Report, and Special District Report.
- Read and interpret the various accounting reports and communicate their meaning to other staff within the division.
- Apply principles and practices of budgeting.
- Participate in the selection, training, evaluation and disciplinary process for division staff.
- Analyze and interpret financial and accounting records.
- Participate in all aspects of debt financing; function as liaison with appropriate public and private financial institutions.
- Recommend or implement changes in accounting system and procedures; assist in the coordination of the City's automated accounting system.
- Provide analytical support involving major projects of city-wide interest.
- Assist in the review and audit of financial transactions; review existing and proposed legislation related to financial matters including statements issued by Governmental Accounting Standards Board.
- Understand and follow laws regulating public finance and fiscal operations.
- Apply governmental accounting principles and practices.
- Communicate effectively, both orally and in writing.

- Perform other tasks or functions deemed necessary to the daily operations of the employer.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking, reaching, twisting, turning, bending and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far visions in reading written reports and other work-related documents. Acute hearing is required when providing telephone assistance.

EXPERIENCE AND TRAINING GUIDELINES: A combination of experience and training that would provide the required knowledge and abilities is qualifying. The incumbent must have knowledge of:

- Generally accepted accounting principles and procedures and their application to a variety of complex accounting transactions and problems.
- Methods and techniques of effective technical accounting report preparation and presentation.
- Recent development, current literature and sources of information related to municipal accounting.
- Develop and implement accounting system modifications.
- Pertinent Federal, State and local laws, codes and regulations as related to the municipal accounting process.
- Modern office procedures, methods and computer applications.
- Principles of supervision, training and performance evaluation.

Experience: A minimum of four (4) years of increasingly responsible experience in professional governmental accounting which included three years local California agency experience and some supervisory responsibility.

Education: A Bachelor's Degree from an accredited college or university with major coursework in accounting or a closely related field. A Master's Degree or CPA is preferred.