

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 265**

**ACCOUNTING SUPERVISOR**

**GENERAL**

Technical and administrative position providing supervision to the payroll function and various accounting functions. Work is performed under general supervision.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Review and update all input from Accounting Clerk III into the general ledger.
- Review and update accounts payable, payroll, central stores and encumbrance batches from various City departments.
- Review and approve all travel related payments before input into the general ledger.
- Processes all City fixed assets and depreciation activity on a monthly basis.
- Reconciles fixed asset activity in general ledger to the fixed asset system.
- Reconciles various general ledger accounts monthly and quarterly.
- Co-ordinates fiscal and calendar year end procedures with accounts payable and payroll for closings.
- Supervises trains and evaluates Accounting Clerk III and Payroll Specialists for annual performance ratings.
- Prepares annual physical inventory for all City departments and makes adjustments according to the Department Custodians.
- Prepares reports, excel schedules and analysis for the outside auditors for preliminary and fiscal year-end audit.
- Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to analyze financial problems and implement methods of correction.
- Knowledgeable in the area of accounts payable, fixed assets and payroll with a working knowledge of the data processing function and its capabilities.
- Knowledge and skill in the use of Microsoft Excel.
- Knowledge in using MS Word and Outlook.
- Ability to teach users with ability to interact effectively both orally and in writing
- Ability to multitask, prioritize, and organize in a stressful environment.
- Ability to exercise good judgment and perform a wide range of supervisory responsibilities.
- Ability to establish and maintain effective working relationships.

- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

Graduation from high school or equivalent G.E.D. Extensive accounting and payroll experience, some of which must have been in a supervisory capacity. Completion of some college course work in Accounting preferred. Lean Six Sigma Yellow Belt certification is preferred. Selected candidate will be required to obtain the Lean Six Sigma Yellow Belt certification within 1 year of hire, if not already obtained.

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various technological items such as a personal computer (PC), calculator, copier, and fax machine (not limited to these). No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. The noise level in this work environment is usually quiet in an inside office setting. Must be able to sit for long periods of time while using a computer.

### **SPECIAL REQUIREMENTS**

None.

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

**11/15**

**Bargaining Unit: Bargaining**

**FLSA: Exempt**

**Classification: 25/50**

**Location: Finance Department**

**GERS: Regular Class**