

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 265

ACCOUNTING SUPERVISOR

GENERAL

Technical and administrative position providing supervision to the accounts payable and payroll functions. Work is performed under general supervision.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Assists in the maintenance of the accounting system in the modification of the existing system to provide records of assets, liabilities and financial transactions of the City.

Coordinates with the Management Information Systems Department on the revision of or establishing new programs for the financial area.

Prepares and supervises journal entries, budget adjustments and reports.

Files tax returns and other regular and special reports to governmental agencies.

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 and payroll with a working knowledge of the data processing function and its capabilities. Ability to communicate effectively with the public and communicate effectively orally and in writing .

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.

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 items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. The noise level in this environment is usually quiet in an inside office setting.

SPECIAL REQUIREMENTS

None.

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