

City of Fort Worth, Texas Job Description

Classification Title	Accounting Services Supervisor		
Job Code:	PR1021	Job Family:	Professional
Pay Grade	612	Date Reviewed:	06/10/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Supervises, assigns, reviews and participates in the work of employees responsible for grant accounting, financial reporting or maintenance of the General Ledger. Participates in the development of policies and procedures and ensures compliance with established standards and procedures. Performs the more technical and complex tasks of the work unit.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Reconciles General Ledger balances with various city department balances and verifies accuracy of balance sheet accounts. Reviews General Ledger for accuracy. Reviews and approves journal vouchers prepared by staff.
3. Reviews and approves journal entries for property tax revenues, receivables, deferred revenues and investment activities.
4. Prepares and reviews various financial reports and schedules for internal and external audits. Assists in preparation of comprehensive annual financial report and single audit financial report.
5. Assists with development of policies and procedures for cash recording, reconciliation or grants management; makes recommendations for changes to existing policies and procedures; and suggests improvements.
6. Serves as subject matter expert in cash recording, reconciliations, single audit, grant compliance, implementation of financial systems for enhanced General Ledger and registration updating. Assists other departments with revenue or cash entry concerns.
7. Attends and participates in meetings. Maintains current knowledge of new trends and innovations in the area of financial reporting.

8. Performs other related duties as required.
9. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Audit principles and regulations.
 - Complex accounting terms and concepts.
 - Operations, services and activities of an accounting and financial reporting program.
 - City policies and procedures.
 - Grants management.
 - Governmental accounting standards.
 - Principles and practices of public investing.
 - Requirements for internal and external customers for cash funding projects.
 - Interface and banking transactions.
 - Best accounting and business practices.
 - Account analysis and reconciliation.
 - Principles and practices of municipal budget preparation.
 - Balance sheet components.
 - Accounting methods, finance and auditing.
- **Skill in:**
 - Providing customer service.
 - Mathematics.
 - Utilizing computer databases.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Select, train, supervise and evaluate employees.
 - Plan, organize and supervise accounting functions.
 - Prepare clear and concise statistical and financial reports.
 - Interpret City investment policy to ensure investment portfolio compliance.
 - Coordinate internal and external audit activities.
 - Analyze and interpret financial data.
 - Prepare complex financial statements.
 - Coordinate internal and external audit activities.
 - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration or a related field and four years of increasingly responsible accounting experience, including one year of administrative or lead supervisory responsibility, with experience in governmental fund accounting.

OTHER REQUIREMENTS

Valid Texas driver's license.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

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

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.