

ACCOUNTING SUPERVISOR

SALARY: \$8,167 to \$10,945 monthly (26 pay periods annually)

FINAL FILING DATE: We are accepting applications until closing at 5 pm, April 30, 2021

IT IS MANDATORY THAT YOU COMPLETE THE SUPPLEMENTAL QUESTIONNAIRE. YOUR APPLICATION WILL BE REJECTED IF YOU DO NOT PROVIDE ALL NECESSARY INFORMATION.

THE POSITION

The Human Resources Department is accepting applications for the Regular and Full-time position of Accounting Supervisor in the Finance Department. The normal work schedule is Monday through Friday, 8 –5 pm; a flex schedule may be available.

The City of Roseville promotes a no smoking atmosphere.

THE CITY

The City of Roseville (COR) incorporates the following Core Competencies as part of the City's culture:

- Focus on people: Develop and deliver service-oriented solutions that meet or exceed expectations.
- Build trust: Ensure honesty and integrity to gain confidence and support of others.
- Ensure accountability: Take responsibility for the outcomes of one's own work and foster a sense of ownership in others.
- Communicate effectively: Deliver clear, concise messages and actively listen to ideas and questions.
- Collaborate inclusively: Build effective working partnerships, alliances, and teams.
- Make quality decisions: Make sound, timely decisions and recommendations.
- Be adaptable/agile: Change approach or methods to best fit the situation and effectively balance competing priorities.

DEFINITION

To plan, organize, direct and supervise professional accounting and/or financial analyses activities within the Finance Department; to participate in the performance of the more complex specialized accounting and/or financial duties; and to perform a variety of technical tasks related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

- Receives general direction from the Controller
- Exercises direct supervision over assigned professional, technical and administrative support personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

- Recommend and assist in the implementation of unit goals and objectives; establish schedules and methods for a variety of professional accounting and financial duties; and assist in developing and implementing financial policies and procedures.
- Plan, prioritize, assign, supervise, and review the work of staff involved in the performance of professional and technical accounting and financial and reporting duties.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Assist in the preparation of the Comprehensive Annual Financial Report (CAFR) by gathering information, modifying and running reports, and preparing detailed reconciliations.
- Participate in the external annual audit by providing detailed information to and responding to questions from auditors, including analytical review, Management Discussion and Analysis, and Internal Control review.
- Supervise the preparation, analysis, and review of revenues, reimbursements, expenditures, fund balances and balance sheet accounts; post journal entries.
- Develop cost accounting tools to provide fiscal accountability and grant compliance for grant-funded programs; review and approve financial transactions and analysis.

- Oversee and participate in the monitoring and review of investment activities for City, bond, and other fiduciary agency portfolios; supervise the preparation and presentation of the annual investment policies.
- Oversee and review the assessments, accounting, and monitoring of the community facility districts (CFDs) and landscape and lighting districts (LLDs), including the annual tax levies and budgets, bond disclosures, presentations for the annual public hearings, formations of new CFDs and development agreement processes.
- Participate in bond financings, review official statements; provide financial information, review bond disclosure requirements and annual reports.
- Assist in processing and monitoring transfers and interfund loans between City funds.
- Supervise and participate in grant compliance including monitoring, reporting and maintaining grant budgets, activities and expenditures.
- Serve as liaison to City departments regarding complex financial, accounting and grant related issues.
- Perform complex special analyses and reporting as required by the City Manager, City Council, management staff, and outside agencies; manage special projects and studies.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staffing, equipment, material and supplies; monitor and control expenditures.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement disciplinary procedures.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Maintain knowledge of current development and innovations in governmental accounting and financial management, including governmental accounting updates; budget management; revenue collection; treasury management; CFD and Mello-Roos administration; and financial accounting systems.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of financial administration, including budgeting, financial reporting, and accounting.
- Principles and practices of governmental accounting, auditing, and reporting, including knowledge of GAAP, GASB updates, and grant guidelines.
- Principles and practices of revenue and treasury management, and rules of allowable governmental investing.
- Principles of supervision, training, and performance evaluations.
- Principles of budget monitoring.
- Principles and practices of safety management.
- Pertinent local, State and Federal laws, ordinances and rules.

Ability to:

- Organize, implement and direct professional accounting and financial analysis activities.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze workpapers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Interpret and explain pertinent City and department policies and procedures.
- Analyze and interpret financial statements according to GAAP.
- Develop and present technical and analytical reports and presentations.
- Use automated office and computerized financial information systems.
- Assist in the development and monitoring of an assigned program budget.
- Develop and recommend policies and procedures related to assigned operations.
- Establish and maintain effective working relationships with those contacted in the course of work.

- Communicate clearly and concisely, both orally and in writing.
- Supervise, train and evaluate assigned staff.

EXPERIENCE AND TRAINING

Experience:

- Three years of increasingly responsible professional accounting and/or financial analysis experience including one year of lead responsibility.

Training:

- A Bachelor's degree from an accredited college or university with major course work in accounting, finance or a related field.

License or Certificate:

- Possession of a valid California driver's license by date of appointment.
- Possession of a current Certified Public Accountant (CPA) license.

SUPPLEMENTAL QUESTIONNAIRE

1. Your responses to questions 2-4, the applicant's education, training and experience, will be scored using a pre-determined formula. Your responses to these questions must be consistent with your employment application information. This experience must also be described in the "Work Experience" section of this application. Responses to the supplemental questionnaire that are inconsistent from your "Work Experience" section in the application will not be scored. I understand and agree with the above instructions.
 - Yes
 - No
2. Was any of the work experience listed on your application an unpaid internship, or volunteer work? If so, please list below which ones.
3. How many years of accounting, financial analysis or auditing experience do you possess?
 - Less than 3 years
 - 3-5 years
 - 5-7 years
 - 7+ years
4. How many years of governmental accounting, financial analysis or auditing experience do you possess?
 - Less than 1 year
 - 1-5 years
 - 5+ years
5. Describe your work experience with governmental accounting, including your experience working for or auditing a governmental agency/municipality.
6. Please provide your Certified Public Accountant License number for the State of California.
7. Describe your experience preparing financial reports.
8. What is your experience managing or supervising employees? How many staff members did you supervise and what was your supervision style?

SELECTION PROCESS

All candidates meeting the minimum qualifications will have their application scored in a Formula Rate Examination. The applicant's experience and training will be evaluated using a pre-determined formula. Scores from this evaluation will determine applicant ranking and placement on the Employment List. Supplemental questions will be utilized by the department hiring authority to make interview and selection determinations. Final appointment is contingent upon a check of past employment references, passing a City-paid fingerprint check and depending on position applied for a pre-employment medical exam and a drug and alcohol screening test.

THE CITY OF ROSEVILLE IS AN EQUAL OPPORTUNITY EMPLOYER. IF YOU REQUIRE AN ACCOMMODATION DUE TO A DISABILITY, PLEASE CONTACT THE HUMAN RESOURCES DEPARTMENT AT LEAST 5 WORKING DAYS BEFORE A SCHEDULED INTERVIEW/EXAMINATION PROCESS. MEDICAL DISABILITY VERIFICATION MAY BE REQUIRED PRIOR TO ACCOMMODATION.