

**CITY OF SALEM  
ACCOUNTING SUPERVISOR II**

**00029**

**NATURE OF WORK**

This is responsible supervisory and advanced professional accounting work encompassing a wide variety of accounting or related functions performed within a highly computerized environment.

An employee in this class directs the activities of a municipal accounting section. Work includes preparing general ledger trial balances, financial statements and reports for annual audit; reviewing financial and accounting systems and calculations; providing working capital balances and budgeting forecasts; and processing of City payroll. This position requires strong working knowledge of computerized accounting and/or payroll systems, requiring effective working relationships with technical computer staff when system modifications are needed. Supervision received is general in nature and work is reviewed through discussion with Finance and other managers. This position is distinguished from the Accounting Supervisor I in that the scope of responsibility is more comprehensive and diverse.

**ILLUSTRATIVE EXAMPLES OF WORK**

(Any single position of a class will not usually involve all of the essential duties listed and many positions will involve essential duties which are not listed.)

Directs the activities of a municipal accounting section; supervises employees.

Prepares diverse financial statements and reports; oversees and performs work in the preparation of general ledger trial balances.

Reviews audits and makes recommendations regarding internal financial and accounting control procedures.

Reviews departmental and City-wide financial and accounting reports, systems and calculations for accuracy and compliance with regulations; reviews general journal entries regarding revenues and receipts.

Provides working capital balances and other related information to Budget Officer for Enterprise Funds, Internal Services Funds and the Airport Fund.

Oversees payroll function; insures that staff is correctly administering labor agreements, applicable state and federal regulations, personnel rules, withholding and fringe benefits.

Develops projected personal services budget data for annual budget and 5-year forecast.

Prepares economic data for labor negotiations utilized to justify City's proposals and to determine cost of various proposals; participates as member of City's labor negotiating team.

Participates in design, implementation and maintenance of data processing systems relating to areas of responsibility.

Perform special projects as assigned.

Performs related work as required.

### **WORK QUALIFICATIONS**

Considerable experience in governmental accounting or payroll processing; graduation from a four-year college or university with major course work in accounting, public administration or business administration; or any equivalent combination of experience and training which provides the following knowledges, skills and abilities;

Thorough knowledge of

- governmental accounting principles, techniques and procedures or of payroll processing and related laws and regulations supplemented with considerable knowledge of labor negotiations and contract administration.
- modern office practices and procedures and of standard office and accounting equipment, including personal computers and related software.

Considerable knowledge of

- data processing systems and procedures as applied to accounting and/or payroll functions within complex, integrated financial management computer systems.

Ability to

- communicate effectively both verbally and in writing.
- formulate and install standard and special accounting methods, procedures, forms and records.
- effectively plan, organize, instruct and supervise the work of others
- lift objects and reports weighing up to 30 pounds

Work occurs in an office setting during regular business hours. Work requires sufficient mental concentration to analyze a variety of technical information, financial records and

computer screens to draw conclusions and take action. Work requires meeting deadlines, reacting to changing priorities, coping with interruptions and communicating extensively over the telephone, via computer and in person in a variety of meetings. Frequent overtime may be required. Work involves the operation of a variety of modern office equipment including personal computers, the movement of a variety of computer print-outs which weigh approximately 30 pounds.

---

Personnel Director

Revised 3/2000  
jobspec.029