

CITY OF SALEM
ACCOUNTING SUPERVISOR I

00031

NATURE OF WORK

This is responsible supervisory and advanced professional accounting work.

An employee in this class directs the activities of a municipal accounting section. Work includes maintaining control of municipal cash receipt transactions, accounting records, cost accounting data, general ledger accounting and processing City payroll. Supervision received is usually general in nature and work is reviewed by periodic audits and through discussion with Assistant Finance Director.

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 preparation of material for annual audit and monitors general ledger trial balances.

Maintains and controls all City billing, accounts receivable and collection activities.

Maintains accurate control of cost accounting data; maintains current information on all municipal grant applications.

Maintains control of accounting records for jurisdictions that municipality represents as fiscal agent.

Supervises all payroll functions including preparation of personnel action supplements, payroll and employee deductions.

Participates in design, implementation and maintenance of data processing systems relating to accounting function supervised.

Performs other related work as required.

WORK QUALIFICATIONS

Considerable experience in private or governmental accounting in area of specialty including progressive supervisory responsibility; graduation from a four-year college or university with major career work in accounting or business administration; or any equivalent combination of experience and training which provides the following knowledges, skills, and abilities:

Thorough knowledge of professional accounting principles, techniques and procedures of government accounting.

Considerable knowledge of modern office practices and procedures and of modern office and accounting equipment.

Considerable knowledge of Federal and State laws, personnel rules, bargaining contracts, insurance policies and retirement programs or ability to obtain such knowledge during probationary period if required by position.

Ability to formulate and install standard and special accounting methods, procedures, forms and records.

Ability to plan, organize, instruct and supervise the work of accounting and clerical employees.

Ability to establish and maintain working relationships with others.

Ability to communicate effectively, both orally and in writing.

Some positions may require possession of a valid Oregon driver's license or Class C license and the ability to meet City driving standards.

Personnel Director