

**City of Wenatchee  
JOB DESCRIPTION**

Title:	<b>ACCOUNTING SUPERVISOR</b>	Department:	<b>Finance</b>
Reports to:	<b>Finance Director</b>	Classification:	<b>Exempt</b>
Affiliation:	<b>Management/Administrative</b>	Date:	<b>October 2003</b>

**GENERAL POSITION SUMMARY**

Under the direction of the Finance Director, the individual serving in this position will assist in supervising the daily operations of assorted functions within the Finance Department, which will include the operation, analysis and ongoing development of a fully integrated financial management system. The Accounting Supervisor is expected to possess both a theoretical and practical knowledge of the relationship between financial records and their underlying documents. This knowledge will be employed in the supervision of the general accounting, accounts payable, accounts receivable, payroll, purchasing, local improvements district, cashiering, and utility billing and collection systems, and other systems as assigned.

**ESSENTIAL JOB FUNCTIONS**

- 1) Prepare account analysis and maintain accounting schedules and analyze complex financial reports. Maintain approved internal control procedures for best practices in public finance and fiscal planning.
- 2) Analyze transactions to arrive at correct account balances and prepare well-documented journal entries when necessary.
- 3) Reconcile bank statements.
- 4) Monitor daily cash balances and make recommendations for the investment of surplus funds based upon related cash flow requirements.
- 5) Prepare financial information for input into computer system.
- 6) Must become familiar with Eden financial software and be able to detect and resolve problems as they arise.
- 7) Provide financial information to other departments and agencies.
- 8) Assist in preparation of CAFR, municipal budget, and other needed reports.
- 9) Assist in the operation, analysis and development of financial systems.
- 10) Supervise and train subordinates within the Finance Department and assist in the training of support staff in other departments.
- 11) Ability to communicate complex financial information in an understandable form for non-technical people using both written and verbal skills.
- 12) Ability to operate personal computers using financial, worksheet and word-processing software.
- 13) Exhibit considerable working knowledge of GAAP and current pronouncements, developments, and trends in governmental accounting as promulgated by GASB and other oversight agencies.

**OTHER FUNCTIONS**

Performs other duties as needed or directed.

### **SUPERVISORY RESPONSIBILITY**

The Finance Department has two Accounting Supervisors who share in the supervision of 4 utility billing specialists and 3.5 accounting technicians.

### **INTERPERSONAL CONTACTS**

Establish and maintain effective working relationships with other employees, administrators and the general public. Communicate effectively in both a written and oral manner. Job requires frequent daily contact with others on the phone and face to face.

### **PHYSICAL AND MENTAL CAPABILITIES**

Position requires ability to handle multiple tasks. Employee is required to sit for extended periods, speak, hear, walk, and use hands, fingers, and arms with reaching motions to operate computer, printers, phone, fax, calculator and other office equipment. Must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Other requirements include the ability to read, understand and apply rules, regulations, ordinances and laws as necessary, speak in pleasant, clear and well modulated voice over the telephone and in person, handle stressful situations, communicate effectively in both a written and oral manner.

Must be able to operate personal computers using both spreadsheet and word processing software applications (preferably Microsoft Excel and Word).

### **JOB CONDITIONS**

Work is performed indoors, with the ability to move freely within the office. Under certain conditions may be required to work more than eight hours per day or forty hours per week. Workplace poses quiet to moderately noisy environment.

### **EDUCATION AND/OR EXPERIENCE**

Bachelor's degree in accounting with six years of progressively responsible experience in municipal accounting or finance, and two years supervisory experience. Designation as a certified public accountant (CPA) is preferred. Auditing experience preferred.

***The duties listed above are intended as illustrations of the types of work that may be performed. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.***

***The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.***

***Regular and consistent attendance is a condition of continuing employment.***

