

## **CITY OF MARGATE, FLORIDA JOB DESCRIPTION**

### **JOB TITLE: ACCOUNTING SUPERVISOR (Job Code 18)**

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#### **GENERAL STATEMENT OF JOB**

Under general supervision provides professional maintenance of complex investment accounts, accounts payable, revenue, cash receipts, and other accounting operations for the City. Position is responsible for preparation of technical and detailed reports and the analysis of financial statements and budget estimates. Work is subject to automatic and periodic verification through systems of internal controls, pre-audits and post-audits, and to supervisory review for conformity with established policies and procedures. Position acts as backup to Assistant Finance Director as required.

#### **ESSENTIAL FUNCTIONS**

**The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.**

Provides direction, guidance, and assistance to employees, provides training as needed, coordinates daily work activities, organizes, prioritizes, and assigns work, monitors status of work, inspects completed work, and troubleshoots problem situations.

Supervises, directs, and evaluates assigned staff, processes employee concerns and problems, directs work, counsels, disciplines, and completes employee performance appraisals.

Assists in interpreting, applying, and ensuring compliance with established policies/procedures, governmental accounting standards, and all other applicable laws, rules, regulations, and standards, initiates any actions necessary to correct deviations or violations.

Performs a variety of general accounting/bookkeeping functions, such as preparing journal entries, preparing bank deposits, calculating data, keying/posting financial data, balancing/reconciling reports, researching financial discrepancies, correcting data errors, maintaining financial records, generating reports, or submitting mandatory reports.

Prepares, reviews, balances, and/or distributes a variety of financial reports to City department, outside agencies, or other individuals.

Assists with development and implementation of policies and procedures pertaining to financial operations.

Maintains running balances of all cash accounts, ensuring accounts have positive balances.

Transfers monies when necessary to cover disbursements, biweekly to cover payroll, biweekly for IDS wire transfer, and monthly for wire transfer.

Processes receipts of monies through bank deposit and journal entry to ledger, i.e, large Receipts, wire transfers, miscellaneous receipts.

Maintains investment accounts by allocating interest earned and recording entries to ledger, i.e, mortgage bonds, trust accounts, escrow accounts.

Processes health insurance, receiving and tracking COBRA and retiree premium payments.

Coordinates and verifies all monthly transactions are posted to general ledger.

Prepares manual checks and void checks for data processing to enter into system, balances final register and accounts receivables to controls, and balances encumbrance detail to ledger.

Analyzes actual vs. budgeted expenditures and consolidates in budget status and non-routine reports, i.e, utility billing, lost water, monthly revenues.

Processes bank reconciliations and writes check requests.

Maintains a comprehensive, current knowledge of applicable laws/regulations, maintains an awareness of new trends and advances in the profession, reads professional literature, maintains professional affiliations, participates in continuing education activities, attends seminars, conferences, workshops, and training sessions as appropriate.

Provides assistance to various other departments in accounting-related matters as requested.

Performs related work as required.

Performs emergency response duties as necessary.

## **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree in Accounting, Business Administration, Mathematics or closely related field, supplemented by minimum four (4) years full-time work experience at the Accountant level, which includes governmental accounting, general accounting, fund accounting, controls, and personal computer operations.

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Tasks involve frequent walking, standing, bending, stooping; some lifting and carrying objects of light to moderate weight (5-15 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of materials relevant to government, legal, and city administration operations.

Intelligence: Requires the ability to utilize long-range planning principles and methods. Requires the ability to analyze, plan, and draw valid conclusions in program management and prioritization.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages; utilize algebraic formulas and descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and managing paperwork and documentation.

Manual Dexterity: Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments in both giving and receiving instructions. Must be able to perform duties when confronted with individuals acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking : expressing or exchanging information by means of spoken words: hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions, i.e. dirt, cold, rain, fumes.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of accounting principles and procedures.

Knowledge of report and recordkeeping principles and techniques.

Knowledge of filing principles and methods.

Skilled in both written and oral communications for effective expression and clarity.

Ability to apply acute attention to detail in processing numbers and figures with a zero tolerance for error.

Ability to establish and maintain effective working relationships with supervisor, support staff and other departments position interacts with.

Ability to organize and review work for efficient results and accuracy.

Ability to handle a multitude of diverse task simultaneously while maintaining an attention to detail for the purpose of ensuring accuracy in task performance.

## **EQUAL OPPORTUNITY EMPLOYER**

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

\_\_\_\_\_  
Employee Name and Signature

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Date