



City of Peoria

HUMAN RESOURCES

Title: Accounting Supervisor

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Finance Manager.

Exercises direct supervision over professional and para-professional staff.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree in Accounting or equivalent

- **Experience:** Minimum of five years related experience. Requires broad knowledge of complex systems and procedures.

- **Licenses/Certifications/Special Requirements:**
 - Certified Public Accountant at time of hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Previous supervisory experience is preferred.

JOB SUMMARY

The purpose of this position is to supervise the activities of the section, which includes accounting and reporting. Schedules and assigns tasks and projects; reviews accounting activities; responsible for the timely preparation of the CAFR and the audit; oversees the city's accounting systems and departments' adherence to financial policies, procedures, and internal controls; ensures compliance with government accounting standards; performs a variety of highly complex professional accounting work.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

| # | Essential Functions |
|---|--|
| 1 | Manages staff by directing, planning and prioritizing tasks, ensuring policy and procedure compliance, reviewing work prepared by staff, hiring, training and developing staff, recommending changes and adjustments to staff assignments, evaluating staff performance, managing staff issues including disciplinary actions and terminations. |
| 2 | Responsible for the timely preparation and completion of the annual audit and CAFR. Manages audit process, prepares and reviews statements, schedules, and other documentation; directs audit preparation; ensures compliance with applicable laws, regulations, and audit requirements. |
| 3 | Directs accounting activities. Supervises general ledger, reporting, capital assets, and daily treasury activities; oversees the creation and maintenance of financial records; performs complex analyses and reconciliations; researches technical issues; reviews and / or prepares financial reports; responds to inquiries and resolves accounting issues and discrepancies. |
| 4 | Ensures compliance with government accounting standards, financial policies and procedures and applicable federal, state and local laws and regulations. Researches, interprets and implements new accounting standards, policies and procedures and applicable laws and regulations; attends training; provides direction to staff. |
| 5 | Oversees the city's accounting systems, complex chart of accounts and internal controls. Monitors and audits internal controls, recommends improvements to system of controls; ensures integrity of chart of accounts and accounting transactions, supports software testing and upgrades; oversees conversions; participates in strategic planning process. |



City of Peoria

HUMAN RESOURCES

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

| Physical strength for this position is indicated below with "X" The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. | | | | | |
|--|---|--|---|---|--|
| Sedentary | X | Light | Medium | Heavy | Very Heavy |
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

| Work Environment for this position is indicated below with "X" The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. | | | | |
|---|---|---|--|--|
| Office | X | Outdoors | Vehicle | Office and Field/ Plant/ Warehouse |
| Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions. | | Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration. | Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel. | The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation |

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers, scanner, copy / fax machine, and related software, telephone, calculator / adding machine.

PROTECTIVE EQUIPMENT REQUIRED:

None required.