

ACCOUNTING SUPERVISOR



*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION OF POSITION

Under the direction of the General Manager performs a variety of business and financial duties of the Tri-Dam Project and Tri-Dam Power Authority. Plans, develops, and implements programs and systems to maintain and improve the business and fiscal activities of Tri-Dam including effective cost-control.

Takes initiative and coordinates closely with other management and administrative support staff to provide excellent financial processes and procedures. The Chief Financial Officer at Oakdale Irrigation District and the Finance and Administration Manager at South San Joaquin Irrigation District will provide oversight to the Accounting Supervisor position.

Works closely with the General Manager and other managers on matters of contract development, accounting, monitoring, and reporting.

DISTINGUISHING CHARACTERISTICS

This is a professional supervisory position performing the full range of duties assigned including creating, maintaining and analyzing a variety of complex financial data and reports for the business and fiscal activities of the Tri-Dam entities. The supervisor receives only occasional instruction or assistance and is expected to bring considerable skill and professional knowledge to this position, to take appropriate initiative, and is expected to be fully aware of the operating procedures and policies within the department and accounting standards for the entities. The supervisor must have excellent written and oral communication skills and must communicate effectively at all levels in the company.

The position classification is exempt.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Directs, oversees, and participates in the daily accounting activities; assigns work activities; monitors work flow; reviews and evaluates work products, methods, and procedures.
- Full responsibility for accounting and reporting of financial activities, including general ledger, payroll and work orders; including functional supervision of the accounting positions with respect to these duties.
- Prepares data needed for annual/fiscal reporting to regulatory agencies.
- Prepares annual and project budgets; assists in budget implementation; participates in the forecast of additional funding requirements; administers the approved budget.
- Prepares reports for the annual independent audit, and interact directly with audit staff, managers, and partners.
- Prepares monthly, quarterly, and annual financial reports for review by entities oversight personnel for presentation to management and Board of Directors.
- Reconciles and analyzes accounts, and recommends improvements to accounting process, associated with account activity.
- Prepare a wide variety of reports and analysis of financial data on request. Including cash flow forecasts and future cash requirements.
- Assists in the monitoring, controlling, and reporting of contractor progress on contract fulfillment
- Monitors internal controls to ensure that accounting activities are in accordance with established legal, regulatory, and Tri-Dam policies and procedures; recommends improvements; ensures that staff follows policies and procedures and remains in compliance.
- Assists and supports other management and support staff as necessary.
- Other duties as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Frequently sits for extended periods of time; physical ability to lift and carry objects weighing up to 25 pounds; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment such as personal computer, office copier, fax and similar equipment.

TYPICAL WORKING CONDITIONS

Work is generally performed in office environment; travel by car or aircraft; continuous contact with staff and the public. Administrative offices are located above the snow line, which requires ability to get to work in snowy conditions.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Generally Accepted Accounting Principles (GAAP) and procedures in utilities and government.
- Techniques of goals setting, work organization and program evaluation.
- Pertinent local, state, and Federal laws and regulations.
- Budgeting and cost control.
- Financial reporting requirements.
- Principles and practices of supervision, training, and performance management.
- Computer accounting systems, spreadsheets, word processing and related systems.
- Methods and procedures related to governmental accounting and payroll systems.
- Payroll reporting to include quarterly, annual, and PERS reporting.
- Annual Audit process.

ABILITY TO:

- Plan, organize, self-direct and produce professional quality work products.
- Produce accurate and professional fiscal reports.
- Establish, implement and maintain a complete accounting and reporting system of financial activities.
- Establish and maintain cooperative working relationships.
- Analyze all aspects of a problem, evaluating alternatives and developing solution opportunities.
- Manage accounting staff; provide training, review work, and support growth.

TRAINING AND EXPERIENCE

Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying.

A typical way to obtain the required knowledge and abilities would be:

Bachelor's degree from an accredited college or university with major work in accounting, or related field, and five years of increasingly responsible accounting experience, including two years of supervisory responsibility. Directly related public sector experience preferred.

SPECIAL REQUIREMENTS

Possession of a valid California driver's license. Ability to safely drive in snow or icy conditions.