

EAST BAY REGIONAL PARK DISTRICT

ACCOUNTING SUPERVISOR

Reports to: Assistant Controller

Supervises: Account Clerk I's

GENERAL FUNCTION:

Under general supervision, to coordinate and oversee the accounts payable, accounts receivable, payroll, purchasing, cash receipts and accounting record maintenance functions and to do other work as required.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Coordinates and directs any combination of the following functions: accounts payable, accounts receivable, payroll, purchasing, cash receipts and fixed assets; as a working supervisor, completes tasks within each function, e.g., assurance of proper accounts coding, preparing the check register, posting cash receipts, checking payroll calculations, following-up on collections, sourcing of materials and supplies for purchase, etc.; oversees the maintenance of all general ledger accounts and recording of transactions; assures that District policies and procedures, State and Federal regulations are followed; makes recommendations to develop or change clerical, accounting or office procedures; completes analyses and prepares reports, as needed, e.g., grants, contracts, cash flow and investments; schedules, trains, supervises and evaluates staff.

MINIMUM QUALIFICATIONS:

- Education: Bachelor's Degree from a recognized college or university with major work in accounting or related field and
- Experience: Two years of recent responsible accounting experience. Supervisory experience preferable.
- Substitution: Additional experience may be substituted for education on a year for year basis up to a maximum of two years or EBRPD Account Clerk I experience may be substituted on a basis of one year of experience for 2 years of education for the entire educational requirement.

KNOWLEDGE, SKILLS & ABILITIES:

Good knowledge of and the ability to apply governmental accounting and purchasing principles; knowledge of modern accounting office methods and procedures; ability to supervise, train, motivate and develop subordinates; ability to maintain harmonious working relations with District employees and the public; ability to work independently; good analytical, writing and communication skills.

Local 2428 Range 14
Resolution No.: 1987-7-212
Approved by Board: 7-21-87