



THE CITY OF SANTA FE

Accounting Supervisor

FLSA Status: Exempt

Union Status: Non Union

Salary Range: 16 (\$26,186 – \$39,280)

General Definition of Work

The Accounting Supervisor performs a variety of first-line supervisory and advanced professional accounting duties related to coordinating and monitoring various day-to-day functions of the department; within the assigned division and/or section.

Supervision Received

Works under the general supervision of an assigned supervisor.

Supervision Exercised

Provides close to general supervision to assigned staff.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. A position may not include all of the duties listed and the listed examples are not an exhaustive list of the duties that may be found in a position of this class.

Essential Functions

- Performs specialized and complex accounting functions and research in support of the City's accounting systems; evaluates work processes and procedures, fiscal protocols and recommends and/or implements changes.
- Performs quality control over accounting practices in review of citywide accounting activities; monitors general budget status, reviews revenue projections, monitors cash flow, oversees general fiscal resource management, etc.
- Interprets City management and administrative policies, procedures and practices; ensures compliance with laws, rules and regulation.
- Monitors progress and results to assure accuracy and timely completion; conducts special studies; compiles and prepares accounting reports, adjusts computer data against accounting records for ITT processing and maintenance.
- Analyzes, reviews, and reconciles accounting transactions, documents, reports and other written communications.
- Advises departments in preparation and maintenance of accounting and fiscal documents in accordance with established procedures.
- Reviews, develops, and/or modifies work plans, methods, and procedures, determines work priorities, develops work schedules to provide adequate staff coverage, and approves leave and timesheets. Provides work instruction, assists employees with difficult and/or unusual assignments, and encourages innovation. Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.
- Conducts hiring interviews and selects candidate(s) for job opening(s).
- Resolves problems, mediates conflicts encountered during daily operations, determines appropriate solutions, and promotes teamwork. Encourages regular communication and informs staff of relevant business issues and their impact on the organization.
- Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.
- Ensures quality, effectiveness, and efficiency of department activities and safety measures.
- Documents causes for disciplinary action, initiates letters of reprimand, and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses.

- Develops and manages the budget for the department and allocates funds within the budget to accomplish objectives. Ensures procurement, contractual, and financial activities are compliant with the City's finance, accounting, and procurement policies and procedures.

Additional Essential Functions for Assignment in Accounts Receivable

- Reviews and implements control over the accounts receivable system and all subsidiary ledgers; reconciles accounts payable with general ledger.
- Implements billing cycles for accounts receivable on a monthly, quarterly, or semi-annual basis; implements proper billing procedures to maximize collection of all City funds; issues checks in payment to vendors via City P.O. system.
- Assist Treasury Officer as directed or requested.
- Assists in monthly, quarterly, annual close process and annual audit as it pertains to Accounts Receivable.
- Performs specialized and complex accounting tasks, including but not limited to, preparing and reviewing journal entries including period close adjustments, account reconciliations and variance analysis or other analysis/report as directed.
- Assists departments in preparation and maintenance of accounts receivable and fiscal documents in accordance with established procedures, laws, rules and regulations.
- Maintains, reviews, analyzes, corrects and reconciles financial data and transactions in accordance with generally accepted accounting principles and governmental accounting standards.
- Designs and develops financial reports, trial balances and statements utilizing the financial reporting system writer and advanced spreadsheet software applications.
- Provide formal training and on-going financial system support to system users as well as supporting accounting personnel.

Additional Essential Functions for Assignment in Accounts Payable

- Responsible for overseeing the day-to-day activities and supports all aspects of the Accounts Payable section and directing its staff in processing invoices and payments; work within the electronic Vendor Self Service, Contract, Purchase Order and AP modules, process expense reports, issue checks and ACH payments to vendors, manage 1099 reporting and maintenance.
- Expected to be the subject matter expert for the AP application software and interrelated modules, processes and departmental matters.
- Create, train and maintain high professionalism, accuracy, integrity and customer service within the Accounts Payable section.
- Responsible to generate results, team goals and morale, address performance issues, have the ability to lead, mentor and train team members and City staff.
- Ability to work in a fast pace environment with rapidly changing priorities and demonstrate flexibility to achieve current and future goals.
- Define, create and analyze AP reports for management, including month-end and year-end reports. Create ad hoc queries, as requested.
- Provide vendor invoice processing support to City departments, while ensuring policy compliance, best practices and internal controls are maintained.
- Ensure that all payable transactions are recorded properly to the general ledger and the proper review and controls are adhered to.
- Maintain accurate and timely AP schedule for payments, postings, adjustments and accruals.
- Research and answer all vendor and staff inquires timely, accurately, and professionally.
- Proactively communicate with supervisor regarding AP section operations, efficiencies, bottlenecks, errors, unusual items and proposed solutions. Work to improve and implement approved solutions and create efficiencies and higher productivity within the AP section and citywide AP processes.
- Performs specialized and complex accounting functions and research in support of the City's accounting systems; evaluates work processes and procedures, fiscal protocols and recommends and/or implements changes.
- Becomes knowledgeable, interprets and discusses with Controller regarding City management and administrative policies, procedures and practices; ensures compliance with laws, rules and regulation.

- Performs quality control over AP work product and related or requested accounting practices in review of citywide AP activities; monitors general budget status when appropriate or requested, etc.
- Monitors progress and results to assure accuracy and timely completion of the AP section work; conducts special studies; compiles and prepares accounting reports.
- Analyzes, reviews and reconciles accounting transactions, documents, reports and other written communications. Advises departments in preparation and maintenance of accounting and fiscal documents in accordance with established procedures.

Additional Essential Functions for Assignment in Lodgers Tax

- Assists in monthly, quarterly, annual close process, and annual audit.
- Assists in the preparation of the city budget; the preparation the city's comprehensive annual report, assures compliance with regulatory agency guidelines.
- Plans, coordinates, schedules, assigns, directs and monitors the work of the Treasury's Accounting Financial Analyst and or Project Specialist. .
- Performs Specialized and complex accounting tasks, including but not limited to, preparing and reviewing journal entries including period close adjustments, account reconciliations, and variance analysis, or other analysis/report as directed.
- Conducts special studies of funds, revenues, expenditures and related accounting and budget activities.
- Examines and reviews accounting transactions and documents for accuracy; reviews, approves and coordinates documents, reports and other written communications/documents prepared by accounting staff.
- Assists departments in preparation and maintenance of accounting and fiscal documents in accordance with established procedures, laws, rules and regulations.
- Maintains reviews, analyzes, corrects and reconciles financial data and transactions in accordance with generally accepted accounting principles and governmental accounting standards.
- Researches, compiles and reports federal, state and local grant-related financial information in compliance with contracts.
- Designs and develops financial reports, trial balances, and statements utilizing the financial reporting system writer and advanced spreadsheet software applications.
- Provides formal training and on-going financial system support to system users as well as supporting accounting personnel.
- Analyzes, assesses, and makes recommendations regarding financial software issues and problems.
- Participates as a team member for the implementation of financial software and procedures. Performs related duties as required.

Additional Essential Functions for Assignment in Buckman Direct Diversion

- Performs a variety of professional duties related to the administration and financial management of the Buckman Direct Diversion (BDD) facility utilizing both cost and accrual accounting methods, manages BDD finances, contracts, and procurement; reviews financial proposals; and works with BDD Partners (City of Santa Fe, Santa Fe County, and Las Campanas) and financial consultants to manage BDD accounting procedures and programs.
- Manages and performs all financial activities and responsibilities of the BDD facilities.
- Distributes and reviews work performed by assigned employee(s) on a daily basis; approves appropriate usage of leave and/or vacation time for assigned employee(s); schedules or approves daily work; provides general input on employee performance to BDD Facilities Manager; and refers and provides information to BDD Facilities Manager regarding issues or concerns which may result in a disciplinary action on assigned employee(s).
- Prepares, evaluates, monitors, and reconciles accounts, including personnel services, payroll, operating and capital outlay purchases, special funds, cash accounts, accounts receivable, and other general ledger accounts in accordance with generally accepted accounting principles and governmental accounting standards.
- Produces financial statements for the BDD Board on a monthly basis and reports on budget vs. actual for operating budget and capital outlay budgets. Prepares billings to owners in accordance with governing documents and monitors collections.
- Reviews, analyzes, and makes recommendations, and assists in BDD budget preparation. Coordinates and oversees BDD mid-year budget review and fiscal year budget close-out.

- Manages grants and intergovernmental contracts. Researches, analyzes, resolves problems, and prepares financial reports in compliance with grants and intergovernmental contracts.
- Coordinates BDD financial activities with various internal and external personnel including, but not limited to, elected officials, BDD Board, auditors, BDD Partners' personnel, finance professionals, financial advisors, bond attorneys, rating and bond insurance agencies, and BDD staff.
- Prepares requested schedules and disclosures supporting the financial statements as requested by external independent auditors.
- Applies sound revenue and expenditure methodologies, analyzes, monitors, and utilizes collected data using standard statistical/mathematical techniques to produce forecasts and projections as required by BDD Management personnel.
- Assists in the preparation of Requests for Proposal. Verifies performance of contracts for goods and services prior to payment; ensures funding availability; and authorizes payment of invoices.
- Analyzes, assesses, and makes recommendation regarding financial software issues and problems; provides formal training and on-going financial system support to users as well as supporting accounting personnel.
- Develops and maintains successful business relationships and communicate effectively, both orally and in writing, with BDD Partners, BDD staff, vendors, as well as members of external organizations.

Knowledge, Skills, and Abilities

- Knowledge of generally accepted government accounting principles practices and procedures (GAAFR, GAAP and GASB); debits and credits.
- Knowledge of public finance and fiscal planning.
- Knowledge of municipal organizations and department operations including applicable laws and regulations.
- Knowledge of internal control principles and methods of application.
- Knowledge of budgeting, accounting and related statistical procedures.
- Knowledge of various revenue sources available to local governments including state and federal sources.
- Knowledge of local investment options and opportunities.
- Knowledge of general office maintenance and practices.
- Knowledge of basic personnel management practices and procedures.
- Knowledge of computer accounting applications and various software financial programs (MS Word, Excel, Power Point).
- Knowledge of business and technical writing.
- Knowledge of operation of standard office equipment.
- Knowledge of mathematics and advanced accounting.
- Knowledge of interpersonal communication skills and telephone etiquette.
- Knowledge of public relations.
- Knowledge of principles of management, supervision and employee motivation; JD Edwards accounting software.
- Knowledge of IBM AS/400.
- Knowledge of State, Federal and City Procurement Rules and Regulations.
- Knowledge of the City's' Lodgers' Tax Ordinance
- Skill in the art of diplomacy and cooperative problem solving.
- Skill in establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, subordinate staff, and city residents.
- Skill in the operation of PC Computer, calculator, fax machine, copy machine, telephone.
- Ability to analyze a variety of financial problems and make recommendations and estimate revenues.
- Ability to analyze complex accounting problems and make standard adjustments.
- Ability to prepare and analyze complex financial reports.
- Ability to operate various types of standard office equipment such as typewriter, 10 key calculator, keyboard, etc.
- Ability to operate personal computer (windows) in utilizing various programs to produce or compose formal documents, reports and records.
- Ability to communicate effectively verbally and in writing.

- Ability to develop effective working relationships with executive management, elected officials, supervisors, fellow employees, and the public; work under pressure of strict timelines.
- Ability to prepare and deliver written presentations; deal effectively with controversial issues.

Education Requirement

Bachelor's degree in accounting, finance, business administration or related field.

Experience Requirement

Four (4) years of responsible experience related to above duties; preferably in a governmental accounting, finance, budgeting or business administration; one (1) year of which must have been in a lead or supervisory capacity

Education and Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education. Additional appropriate education may be substituted for the minimum experience requirements.

Physical Requirements

- Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, not generally involving muscular strain.
- Job functions normally require talking, hearing and seeing.
- Common eye, hand, finger dexterity required for most essential functions.
Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.

Working Environment

- Typical office setting with typical climate controls.
- Periodic travel may be a requirement of the position.

EEO/ADA Compliance

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Veterans' Hiring Initiative

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

Job applicants who are veterans with an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veterans' Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status for the position in which applying for.

Applications must be submitted online at: <https://santafenm.munisselfservice.com/employmentopportunities/>

Resumes will not be accepted in lieu of the city application form, unless the position status is at-will. When required of the position, high school diploma/GED, college degree(s), certification(s), or license(s) must be attached at the time of submission of the application. Each applicant is considered only for the current vacancy indicated on the application submitted. It is the responsibility of the applicant to monitor any future openings and to submit a separate application for each position. Incomplete applications will not be considered. Applications become public record upon receipt and may be made available for public inspection upon request. Pre-placement physical exams, and drug and alcohol screenings are required for some positions.

This job announcement is not intended to be inclusive of all functions, responsibilities and qualifications associated with the position, however, representative of the essential job functions and typical criteria considered necessary to successfully perform the position. This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

Signature: _____

Date: _____