

**HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO  
JOB DESCRIPTION**

---

**POSITION TITLE:** Supervising Accountant Series (I and II)

**DEPARTMENT:** Finance

**REPORTS TO:** Finance Manager

**STATUS:** Exempt

**EFFECTIVE DATE:** April 1, 2007

**GRADE:** 35/37

---

**GENERAL SUMMARY:**

Under the direction of the Finance Manager, coordinates and supervises the daily activities of assigned staff; prepares and participates in complex technical accounting work in the public housing program, Section 8 housing programs, and/or non-subsidized housing programs; prepares a variety of complex accounting, statistical, and narrative reports; provides technical assistance to Housing Authority staff.

**ESSENTIAL FUNCTIONS: (Depending on the area of assignment, duties may include, but are not limited to the following:)**

1. Supervises the assigned staff in various functions of accounting activities; organizes, assigns and reviews work of assigned staff; trains and provides technical assistance and instruction to staff regarding applicable procedures and methods; interprets and explains rules and regulations; researches and answers questions; resolves complaints or problems; coordinates accounting work with data processing systems; and assists in the preparation of fund and departmental budgets.
2. Oversees the assigned Accounting area by planning, organizing, selecting, motivating, and evaluating/recommending training, and checks work flow for accuracy, continuity, and distribution for assigned staff.
3. Examines and analyzes complex fiscal record keeping systems and procedures to evaluate effectiveness; develops, revises, and maintains forms for fiscal transactions, record keeping and budgetary control.
4. Coordinates, organizes, audits and monitors the assigned general accounting functions to ensure compliance with accounting principles and applicable regulations, policies, and procedures; assists in the instruction, monitoring and over-site of specific work activities related to assigned programs.
5. Prepares complex financial and statistical reports and statements for assigned entities including monthly financial reports, cost analysis and forecasting.
6. Provides guidance and assistance to other departments on a variety of accounting and budgetary matters.
7. Evaluates and coordinates the development of improvements for computer applications used by the Finance Department.
8. Monitors on-line bank information systems and accounting staff access levels, and trains staff on use of systems.
9. Monitors cash flow and transfers; transfers funds as necessary and/or makes recommendations to the Finance Manager.
10. Performs additional duties as required by management.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of and application of Generally Accepted Accounting Principles and governmental accounting practices.
- Knowledge of and ability to understand and apply principles and practices of general, fund and governmental accounting including financial statement preparation and methods of financial and internal control and financial reporting.
- Knowledge of pertinent Federal, State, and local laws, codes, and regulations, including administrative and departmental policies and procedures.
- Knowledge of Accounting automated systems, MS Word/Excel, Access.
- Ability to perform technical accounting, payroll record management and reporting, and financial management reviews of housing programs.
- Good written and oral communication and presentation skills.
- Able to write and format routine business correspondence, reports, documents, manuals, and presentations.

**CULTURAL COMPETENCIES:**

- Uncompromising integrity and ability to maintain strictest confidentiality
- Champions the mission, culture and objectives of the organization
- Demonstrates value and respect for all employees
- High energy and enthusiasm
- Performs effectively as a leader and team player. Values the ideas and opinions of others and routinely collects their input as part of decision-making process

**EDUCATION AND EXPERIENCE:**

**Supervising Accountant I and II**

BA degree or equivalent with major course work in accounting, business administration, or public administration -

**Supervising Accountant I** - Minimum 6+ years increasingly responsible high level accounting duties, including 1 year of supervisory/lead experience.

**Supervising Accountant II** –Minimum 7+ years increasingly responsible high level accounting duties, including 1 year of supervisory/lead experience; including, 3 years as a Supervising Accountant I or equivalent. Two years of public agency accounting experience preferred.

**SUPERVISORY/MANAGEMENT SKILLS:**

This position is responsible for the supervision of an assigned accounting staff. The incumbent is responsible for performing supervisory activities in accordance with the organization's personnel policies, priorities, procedures, and applicable laws. The responsibilities include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems. The position reports to the Finance Manager.

<b><u>PHYSICAL REQUIREMENTS:</u></b>	<b>0-24%</b>	<b>25-49%</b>	<b>50-74%</b>	<b>75-100%</b>
--------------------------------------	--------------	---------------	---------------	----------------

SEEING: X  
 Must be able to read reports and use automobile.

HEARING: X  
 Must be able to hear well enough to communicate with co-workers and contractors

STANDING/WALKING/MOBILITY: X  
 Mobility between departments and to attend meetings

CLIMBING/STOOPING/KNEELING: X

LIFTING/PULLING/PUSHING: X

FINGERING/GRASPING/FEELING: X  
 Must be able to write, type and use phone system

**MENTAL DIMENSIONS:**  
 Must have the ability to read, and interpret complex documents, accomplish cost and price analysis

**PHYSICAL DIMENSIONS:**  
 Medium Work: Exerting up to 5 pounds of force occasionally

Manager Approval:		Executive Director Approval:		HR Approval:	
Signature					
Name:	Date:	Name:	Date:	Name:	Date: