

Code: 1359

Title: FINANCE ACCOUNTANT SUPERVISOR

SUMMARY: Supervises accountants and paraprofessional accounting staff and participates in professional governmental accounting activities. Performs fund accounting and internal audit activities or maintains a centralized automated accounting system which includes accounts payable and payroll functions. This is distinguished from the Principal Finance Accountant classification by its additional supervisory and technical responsibilities. It is further distinguished from the classifications of Financial Reporting Manager and Financial Systems Manager by its organizational placement, non-managerial nature and limited autonomy.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Oversees and participates in financial analysis and prepares interim financial statements and annual financial reports or maintains a centralized automated accounting system;
Plans, coordinates and supervises all activities involved in the overall implementation of the county-wide automated financial management system which includes accounts payable and payroll functions;
Supervises and performs internal audits of departmental accounting operations, procedures and information;
Coordinates and participates in single and annual financial statement audits conducted by outside auditors;
Prepares financial and statistical sections of the Comprehensive Annual Financial Report (CAFR) for Pima County;
Reviews, develops and recommends accounting and administrative controls, policies and procedures to improve efficiency, productivity and effectiveness;
Analyzes various accounting professional guidelines and documents to ensure that the automated accounting system and operating procedures are in compliance;
Interprets and communicates departmental procedures to ensure understanding and compliance;
Establishes and maintains liaison relationships with financial and management personnel in other county departments and communicates financial issues which affect departments or individual funds;
Evaluates the impact and feasibility of requested departmental changes to the automated accounting system and on county-wide operations;
Coordinates changes to the automated accounting system with programming staff in the centralized Information Services Department;
Develops and coordinates training courses for departmental users on the financial management system applications;
Supervises, trains, and evaluates the performance of professional accounting staff;
Establishes work priorities and assigns work to staff;
Monitors the progress of assigned projects and re-evaluates and adjusts completion dates as necessary.

KNOWLEDGE & SKILLS:

Knowledge of:

- general/governmental accounting and internal audit theory, principles, practices and methods;
- financial accounting, internal reporting, and statement preparation procedures;
- interrelationships of integrated accounting systems and subsystems as they apply to the assignment area;
- applications of management information systems to automated accounting and financial management systems;
- laws, regulations, statutes, policies, and procedures (county/state/federal) applicable to work unit;
- principles and practices of employee supervision, training and evaluation;

- reporting structures and relationships found in public jurisdictions.

Skill in:

- project evaluation and management;
- applying accounting principles to the preparation of financial statements and fund accounting;
- conducting audits, reporting findings, and making recommendations;
- preparing accurate and complete financial reports from accounting records and information systems;
- researching, compiling and analyzing information and applying results to area of assignment;
- reviewing policies, procedures, and systems, identifying problem areas and solutions, developing financial operating procedures and making recommendations;
- communicating effectively, both orally and in writing, and preparing reports;
- analyzing, designing, installing and modifying automated financial management systems;
- developing and conducting county-wide training or briefing courses in financial accounting procedures;
- supervising, training and evaluating staff.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A bachelor's degree from an accredited college or university with a major in accounting or a related field as defined by the appointing authority and three years of professional accounting experience which includes one year of supervisory or project lead experience.

(A master's degree from an accredited college or university or CPA designation may substitute for the aforementioned experience)

(Additional relevant experience may substitute for the aforementioned education)

OR:

(2) Two years of experience as a Principal Finance Accountant with Pima County.

OR:

(3) One year of experience as a Principal Finance Analyst or Accounting Operations Supervisor with Pima County.

OTHER REQUIREMENTS:

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.