

CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	Supervisor, Accounting & Finance	BAND/LEVEL:	MGT II
DEPARTMENT:	Finance	JOB NO:	2155
DIVISION:	Finance & Accounting	DATE:	07/16/2018
REPORTS TO:	Chief Financial Officer	FLSA STATUS:	Exempt
FT/PT/SEASONAL:	Full-time	COST CENTER:	152
REPLACES:	Supervisor, Accounts Payable	LAST REVISED DATE:	01/20/2015

JOB SUMMARY STATEMENT:

Plans, directs, supervises and coordinates the work of accounts payable and accounts receivable. Performs other accounting functions of variable complexity including duties such as: general ledger maintenance; cash management; revenue accounting; assisting in the preparation of the City's Comprehensive Annual Financial Report; and preparation of various types of financial report. Performs liaison activities with personnel from other departments.

DUTIES AND RESPONSIBILITIES:

General Ledger

1. Performs the maintenance and monitoring of the City's accounting program (E1).
2. Performs reviews and analyses of all types of accounting data.
3. Prepares journal entries to the City's general ledger.
4. Performs monthly administration of General Ledger integrity reports including accounts receivables and fixed assets and resolve discrepancy.
5. Monitors capital projects, maintains project accounting records, and coordinates all aspects of financial administration of projects. Reviews bid contracts, change orders and other project related data to maintain current information. Directs the billing other governments/agencies for share of capital project costs.

Banking/Investment

1. Directs banking program and oversees city bank accounts. Coordinates review and improvement of city's banking arrangements. Works with financial institutions to resolve problems and questions and identify ways to meet the city's banking needs. Implements changes as appropriate.
2. Directs City's cash management and investment program. Forecasts cash flow and determines optimal investment levels through guidance of the investment clerk and contact with financial institutions.
3. Supervises transfer of funds from City lockboxes and credit card processing accounts.
4. Directs bank deposit operations and provides oversight on remote check deposit procedures.
5. Directs banking activities on electronic payment of funds using ACH and/or Wire payments.

Accounts Payable

1. Directs the purchase card program and monitors purchase card activities.
2. Performs the administration of accounts payable and purchase order integrity reports and resolve discrepancy.
3. Performs the annual 1099 process including IRS compliance with regulations, upgrade of 1099 software and remittance of data to both federal and state agencies.
4. Reviews and approves purchase orders on behalf of the Chief Financial Officer.
5. Directs the accounts payable automation program and activities.

Reporting

1. Prepares reports in accordance with accounting procedures.
2. Assists in the preparation of the City's Comprehensive Annual Financial Report in conformance with generally accepted accounting procedures. Works directly with CPA audit firm.
3. Prepares reports of cost, financial and statistical data for management and staff; state, federal and county government; financial advisors, auditors, national surveys and questionnaires.

Revenues

1. Prepares the certification of special assessments to County for inclusion on the tax rolls. Coordinates recalculation of special assessments arising from respreads. Coordinates both the reapportionment and recalculation of special assessments when property within improvement districts is divided.
2. Oversees the monthly Unallocated Revenue processing procedures, reconciliations and journal entries.

Administrative

1. Supervises various aspects of the City's accounts payable operations. Monitors staff duties and provide instruction and guidance in performance of task, answers questions on proper procedures. Conducts annual staff evaluations and quarterly check-ins with staff.
2. Performs liaison activities with accounting supervision and personnel of other departments/contracted entities.
3. Maintain Finance timesheet database.
4. Provides support to outside departments on finance related issues.
5. Cross trains staff members in job duties and provide backup as required. Keeps backup personnel informed of changes in duties and procedures.
6. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
7. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Bachelor's degree in accounting, business administration or a related field with an emphasis in accounting; or an equivalent combination of formal education and experience with an emphasis in accounting or related field.

EXPERIENCE:

- Three to five years of increasingly responsible accounting experience including general accounting, government and fund accounting, cash management, accounts payable, or an equivalent level of experience.

SKILLS:

- Effective oral and written communication skills.
- Good listening skills.
- Good interpersonal skills
- Ability to perform basic math and accounting skills.
- Ability to operate calculator, adding machine, typewriter and personal computer.
- Ability to apply accounting and bookkeeping procedures.
- Organizational skills.
- Analytical skills.
- Supervisory skills
- Computer skills. (Word processing and spreadsheet software skills).
- Data entry.
- Manual dexterity.
- Ability to work in environment with constant interruptions.

MENTAL REQUIREMENTS:

- Ability to understand mathematical concepts to include complex arithmetic and accounting math.
- Ability to comprehend computer software principles.
- Ability to train and guide others.
- Ability to work under pressure and time deadlines.
- Ability to compile accurate information/data within a specified time period.
- Ability to exhibit tact and diplomacy when dealing with the general public.
- Ability to plan and organize.
- Ability to read and understand City, state and federal policies and regulations.
- Ability to analyze situation and apply appropriate accounting theory and practice.
- Aptitude to understand and apply various accounting personal computer software packages.

PHYSICAL REQUIREMENTS:

- Ability to make and receive phone calls.
- Hand and eye coordination adequate to input computer, operate "mouse" with various software packages, calculator and fax machine.
- Visual stamina and acuity to review numerical data daily and to spend long periods looking at computer screen.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- Direct:
 - Sr. Accounting Clerks
 - Accounting Clerks
 - Administrative Assistant

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.