

**ACCOUNTING RECORDS SUPERVISOR (1119)
TASK LIST (2018)**

Supervision

1. Supervises employees in the performance of clerical accounting work, such as receiving and dispersing cash, interpreting ordinances, utilizing financial systems, tracking deposits and funds, appraising supply inventories, and/or reviewing accounting records for accuracy by assigning work to subordinates based on the type of work to be performed, employee expertise, deadlines, and/or staffing requirements in order to comply with the Office of the City Controller's standards and requirements and accomplish work in a timely and effective manner.
2. Trains clerical accounting employees engaged in the preparation and processing of accounting or financial records by explaining and demonstrating work procedures on a one-to-one or one-to-group basis, providing training manuals, templates, or work samples, and/or conducting training sessions in order to ensure employees can successfully perform the job duties of the position.
3. Orients new employees by explaining job requirements and providing written materials such as safety and performance standards, personnel rules, policies, and procedures, and benefits in order to ensure new staff members are prepared to complete their job duties successfully and in accordance with City and department standards.
4. Observes, reviews, evaluates, documents, and discusses employee work product and performance based on job-related factors such as completion of assignments, timeliness, and consistency of quality and quantity with standards in order to identify developmental needs, provide feedback, prepare employee for career advancement opportunities, and improve work quality or performance for future assignments.
5. Makes recommendations to higher-level management regarding the initiation of the disciplinary process for employees who have violated a personnel policy or acted inappropriately, and after receiving approval follows and documents departmental progressive disciplinary steps including written or oral warning, suspension, and discharge in order to correct employee behavior and perform personnel policy functions.
6. Interviews job candidates for positions such as Accounting Clerk and other clerical support staff in order to make hiring recommendations and/or decisions based on the candidate's demonstrated knowledge, skills, abilities and overall suitability for the position.

7. Approves or disapproves of an employee's work schedule and request for time off (e.g. holiday work schedule, unexpected work, work assignments, vacations, and sick leave) by considering factors such as workload and project timelines, and verifies that timesheets properly account for employee work time in order to prioritize and balance work assignments and ensure necessary staffing, timely completion of work, and appropriate documentation.
8. Applies the principles of Equal Employment Opportunity (EEO) by taking the necessary steps to prepare employees for promotion including providing training and information regarding EEO policies, promoting a positive work environment by monitoring employees' behavior regarding cultural diversity, sexual harassment, discrimination, and retaliation, taking appropriate corrective action when necessary, and commending outstanding job performance by giving public recognition or issuing notices of commendation in order to increase employee productivity and/or morale, ensure better acceptance and working relationships among various groups of employees, set standards of exemplary performance, and comply with City and department policies and procedures.
9. Communicates with employees, management, and other supervisors orally and in writing in order to coordinate activities of a unit or request or provide information, direction, or guidance regarding work assignments, problems encountered, personnel matters, project requirements, project timeline, appropriate work methods and procedures, City and department policies and how to comply with them, policy changes, department objectives, interpretations of City policies or Memorandums of Understanding (MOUs), updated safety information, and training and promotional opportunities.

Accounting Records

10. Uploads vendor information into Financial Management System (FMS), such as vendor tax status, W-9 forms, non-profit designations, and/or change of address in order to obtain final approval from the Office of the City Controller prior to processing payments for vendors and other agencies, such as the Internal Revenue Service (IRS), Franchise Tax Board (FTB), Employment Development Department (EDD), and/or State Board of Equalization.
11. Writes statistical reports about accounting duties performed by the clerical accounting unit by compiling information such as accounting adjustments, number of checks processed, and/or cash collected via daily logs, accounting records, and work logs using software such as Microsoft Excel in order to convey information about daily accounting activities to management and provide evidence to substantiate personnel needs.

12. Reviews accounting record information by using Financial Management System (FMS), Oracle SAP, and other departmental systems, referencing ledgers and documents such as remittance advice, demands (checks), and cash receipts (deposit certificates), and comparing documentation such as source documents, monthly financial reports, and/or contracts to purchase orders or other documents in order to verify fund availability, such as encumbered and expended amounts in different accounts, determine the status of accounting documents, and conduct audits of work being performed.
13. Reviews, modifies, and/or creates existing or new accounting-based recording procedures, such as changes based on City Controller guidelines on submission requests and/or financial system modifications, by implementing lessons learned from past experience, obtaining subordinates' input, and performing the procedures in order to determine which procedures are most effective in achieving goals.

Administrative

14. Attends meetings with staff and/or management to collaborate on topics such as changes in departmental policies, personnel and equipment needs, and management goals in order to recommend changes in business practices, justify budget requests, obtain departmental goals to convert them into measurable work objectives, and provide management with feedback regarding feasibility and progress of goals.
15. Communicates with personnel from other divisions, sections, or City departments, vendors, contractors, and/or the public by phone, in-person, or in writing in order to discuss what work needs to be completed according to set deadlines, determine payment status, and provide information related to accounting activities to interested audiences.