

TASK LIST – ACCOUNTING RECORDS SUPERVISOR
(CLASS CODE 1119)

- 1 Attends and participates in staff meetings with management in order to obtain departmental goals and provide management with feedback regarding feasibility and progress of goals.
- 2 Translates management goals into measurable and obtainable work objectives by using past experience, to set objectives which meet departmental goals.
- 3 Reviews existing procedures, modifies them and/or creates new ones by recalling past experience, obtaining subordinates' input, and performing the procedures to determine which to implement to meet work objectives.
- 4 Writes procedures and creates samples which provide subordinates with guidelines on daily work performance.
- 5 Notifies subordinates of procedures to be followed and when they are in effect, either verbally or by memorandum.
- 6 Trains subordinates on procedures by demonstrating how work is completed and assisting with work to ensure that subordinates understand what procedures to follow and how they are to be followed.
- 7 Observes subordinates for adherence to procedures such as verifying, recording, and/or processing accounting documents to ensure that work is completed in a standardized and proper manner and determine whether work procedures are effective in achieving objectives.
- 8 Reviews statistical reports and checks error sheets to evaluate whether accounting clerical staff met work objectives and whether work procedures have achieved objectives.
- 9 Coordinates work in conjunction with other divisions or sections by discussing which work needs to be done and to prioritize and/or schedule work so that all work meets deadlines.
- 10 Assigns work to subordinates on the basis of type of work to be performed, employee expertise, deadlines, and/or staffing requirements in order to accomplish work in a timely manner.
- 11 Coordinates the processing of accounting documents with other governmental entities such as IRS, Franchise Tax Board, Employment Development Department, State Board of Equalization, and/or other City departments to ensure project will be completed as requested.
- 12 Tracks subordinates' work progress for conformance with schedule and request to ensure that project will be completed as requested and on-time.
- 13 Inspects subordinates work by checking for completeness and correctness, comparing with other records pertaining to the same transaction, and checking calculations to determine whether accounting was done accurately, completely, and timely.

- 14 Provides feedback to clerical staff on work performance improvement practices to ensure adherence to procedures, productivity, punctuality, customer service, and interpersonal relations.
- 15 Writes employee evaluations and/or reviews and approves employee evaluations prepared by subordinate supervisory personnel to record employee work performance.
- 16 Meets with subordinates and discusses performance factors such as quality and quantity of accounting clerical work, punctuality, attendance, customer service, and interpersonal relations to provide feedback to employees on how to improve work performance.
- 17 Disciplines employees by following Departmental progressive disciplinary procedures including counseling, documenting steps taken, issuing "Notices to Correct Deficiencies," and recommending to Departmental personnel or Management Employee Services that formal disciplinary procedures be initiated to maintain high standards for work and behavior of employees.
- 18 Interviews prospective employees such as Accounting Clerks and clerical staff to evaluate their qualifications and experience in type of work desired.
- 19 Makes hiring recommendations and/or decisions either verbally or in writing based on factors such as qualifications and experience in type of work desired to hire the best available candidate.
- 20 Instructs individual subordinates by demonstrating how work is completed and assisting with work to train employees. **[DELETED]**
- 21 Approves holiday work schedule, unexpected work, work assignments, vacations, and sick leave with accounting clerical staff in order to prioritize and balance work assignments and ensure necessary staffing.
- 22 Completes statistical reports regarding accounting duties performed by the unit such as accounting adjustments, number of checks processed, and/or cash collected by referring to daily logs, accounting records, and work logs in order to substantiate personnel needs.
- 23 Identifies section personnel and equipment needs by referring to work statistics and anticipating future workload in order to justify budget requests.
- 24 Recommends changes in departmental policies to improve business practices.
- 25 Communicates to various individuals such as vendors, contractors, and/or the public by calling, visiting and/or writing to provide information related to accounting activities.
- 26 Contacts city departments such as Office of Finance, Controllers Office, and General Services to determine status of payment and ensure expeditious payment.
- 27 Researches accounting documents such as remittance advice, demands (checks), cash receipts (deposit certificates) by referencing ledgers, FMS, SMS, and other departmental systems to determine status of accounting documents and conduct audits of work being performed.

- 28 Compiles statistical reports and conveys information regarding daily accounting activities to management.
- 29 Revises desired information into useable form for conveying information to management, City Council, other departments, and outside agencies. **[DELETED]**
- 30 Checks office supply inventory to ensure supplies are always available. **[DELETED]**
- 31 Enters information into FMS, SMS, and other departmental systems, looks up balances in certain accounts such as Equipment Account, Construction Materials Account, and Maintenance, Materials, Supplies, and Services Account to check the unencumbered, encumbered, and expended amounts in each.
- 32 Fulfills personnel policies and procedures related to supervisory duties and responsibilities to ensure Departmental rules and regulations are followed.
- 33 Supervises teller and/or cashier operations responsible for receiving and dispersing cash, interpreting ordinances, and keeping accounting records.
- 34 Oversees the use of financial systems to track deposits and funds.