

**CITY OF GRAND HAVEN
JOB DESCRIPTION**

ACCOUNTING SUPERVISOR

Supervised By: Finance Director
Supervises: Department employees as assigned

Position Summary:

Under the supervision of the Finance Director, plans, organizes, and coordinates the day-to-day operations and activities of the Finance departments. Oversees the completion of routine and complex accounting duties related to purchasing, payroll, grant administration, accounts payable, general ledger maintenance, and other general accounting processes. Assists in the preparation of the City budget and monitoring the financial operations of the City.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Plans, organizes, and coordinates the day-to-day operations and activities of the Finance department. Assigns work, trains and supervises personnel, evaluates performance, and recommends training and professional development. Takes disciplinary action according to established procedures.
2. Provides full accounting support and administers benefits for Ottawa County Central Dispatch Authority and other non-City offices as assigned. Maintains a chart of accounts, makes journal entries, generates invoices, maintains a list of fixed assets, assists with budget and audit preparation, and performs bank and account reconciliations. Completes financial analysis, generates reports, and otherwise performs a full range of accounting functions.
3. Maintains a general journal accounting system on all funds, makes journal entries, records expenses, revenues, transfers, and corrections, and completes various bank and account reconciliations. Produces and distributes periodic departmental accounting reports as needed.
4. Participates in the preparation and administration of the City budget. Assists other City departments in developing budget requests and revenue and expense projections. Compiles data, reviews budget estimates, generates reports, and completes other related budget tasks.
5. Prepares financial, payroll, benefit and tax reports, interprets accounts and financial records and advises the Finance Director on budget and program status.
6. Oversees and participates in the annual audit including the development and organization of work papers and schedules.
7. Reviews work performed and other documents for completeness and accuracy. Resolves complex issues and provides technical advice and assistance to employees on difficult or unusual work.

8. Reviews current departmental policies and procedures. Recommends changes in internal controls, operational procedures, and accounting systems as appropriate and participates in developing new policies and procedures to improve departmental performance.
9. Responds to standard and complex inquiries and provides information regarding department operations, policies and procedures. Resolves issues independently and refers more complex situations to the appropriate party.
10. Serves as back-up to other departmental functions as operational needs demand. May serve as the Finance Director in that person's absence.
11. Completes special projects as assigned.
12. Performs other related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- A bachelor's degree in accounting or a related field is required. Designation as a Certified Public Accountant is strongly preferred.
- Five or more years of experience in accounting, finance or related field is required, preferable in a municipal setting. Prior supervisory experience preferred.
- Thorough knowledge of generally accepted accounting principles and governmental accounting principles and practices and the ability to apply them accurately.
- Thorough knowledge of governmental laws and regulations and the ability to interpret and apply laws to a variety of financial functions.
- Skill in the use of office equipment and technology, including computers, specialized financial programs, and other related software, and the ability to master new technologies.
- Skill in assembling and analyzing data and information, administering budgets, and preparing comprehensive and accurate reports.
- Skill in responding to public inquiries and internal requests with a high degree of diplomacy and professionalism.
- Skill in organizing and supervising the work of subordinates, in developing and implementing work procedures, and in training and developing employees.
- Ability to communicate effectively and present ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, City officials, professional contacts, community leaders, the media, and the public.

- Ability to critically assess situations, problem-solve, and work effectively under stress, within deadlines and changes in work priorities.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone, email, or in person, and move around the office to travel to other locations.