



## JOB DESCRIPTION

### Business and Account Supervisor

Date Prepared: March 2014

Class Code: 8710

**SUMMARY:** Under basic supervision, performs a variety of specialized accounting and financial functions for the Gas & Electric Department (G&E); prepares, reviews, and maintains financial, statistical, and accounting records; reviews and balances Finance Department accounting and budget records.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs accounting, finance, and budget functions and quantitative analysis of financial issues; serves as a technical resource to department staff on a variety of budgeting, accounting, and special fund issues.
- Researches and analyzes accounting and technical transactions to resolve questions and validate data; verifies fiscal accountability and fund integrity for G&E transactions; compiles data and generates reports.
- Reviews accounting files and records, and researches and resolves discrepancies; reviews financial and technical documents and assures the accuracy, timeliness and quality of Department financial activities.
- Coordinates preparation of Department budgets, and reviews and analyzes expenditures compared to budget; monitors and reviews project and program expenditures and revenue; reviews RFP/RFQ.
- Maintains financial records and associated filing systems; enters data into computer systems; verifies coding, processes transactions, updates accounts, compiles documentation, and generates reports; reviews and validates data; maintains additional accounting and technical transaction databases as needed.
- Reviews source documents for compliance to rules and regulations; determines proper handling of financial and technical transactions within designated limits.
- Processes requests for information, and attempts to resolve them by researching files and records; explains rules, policies, and procedures; coordinates solution of customer service issues with other department staff, and effectively communicates customer service issues.
- Performs technical research activities and special projects; may supervise clerical staff.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

#### MINIMUM QUALIFICATIONS:

##### Education, Training and Experience Guidelines:

Bachelor's Degree in Accounting, or related field; AND three years of public sector accounting experience.

##### Knowledge of:

- City policies and procedures.
- Generally Accepted Accounting Principles for public sector financial administration.
- Customer service standards and protocols.
- Business computers and standard MS Office software applications.

**Skill in:**

- Understanding and applying City accounting standards, policies, and procedures.
- Maintaining accurate and inter-related accounting records, and identifying and reconciling errors.
- Reviewing, correcting, and updating financial information, and generating summary reports.
- Performing mathematical calculations with skill and accuracy, and maintaining electronic records and files.
- Meeting critical time deadlines.
- Explaining accounting rules and regulations, and City policies and procedures.
- Communicating effectively verbally and in writing.
- Dealing tactfully and courteously with the public.
- Establishing and maintaining cooperative working relationships with co-workers.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

A valid California State Driver's License is required.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment.