

CITY OF GLENDALE

TITLE: Payroll and Accts Payable Supervisor **CLASS CODE:** 311

REPORTS TO: Accounting Manager **GRADE:** 25

DEPARTMENT: Finance **FLSA:** E

JOB SPECIFICATION DATE: July 1, 2005 bwg

JOB SUMMARY:

Plans, organizes, and supervises the activities and staff in the payroll and accounts payable sections of Finance. Performs a wide variety of professional financial analysis of technical nature including controlling and processing financial data using generally accepted accounting practices of local government. Exercises frequent independent judgement about assigned duties.

ESSENTIAL FUNCTIONS:

1. Plans, organizes, and supervises the activities and staff in one or more functional areas within the Finance Department.
2. Develops, implements, and monitors work plans to achieve goals and objectives of the Finance Department and City government.
3. Plans, organizes, manages, supervises, and evaluates the work performance of staff in the accounts payable and payroll sections including taking disciplinary action to address performance deficiencies.
4. Responds to inquiries from City Departments for accounts payable and payroll information by conducting research and other methods.
5. Manages the functions of accounts payable and bi-weekly payroll functions
6. Participates in budget issues, internal controls, personnel issues and compliance with City, State and Federal ordinances, laws and guidelines.
7. Coordinates, manages and facilitates the implementation of automated accounting and financial systems for assigned area.
8. Responds and resolves complaints and insures staff compliance with customer service goals.
9. Completes all required managerial functions including entering information and necessary data into PC database.
10. Reviews and coordinates accounts payable and payroll journal entries, account reconciliation and audit work papers according to set standards.
11. Provides recommendations for management control and financial management procedure.

SECONDARY FUNCTIONS:

12. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

Generally accepted accounting and payroll principles, practices, and procedures, and their application for governmental proprietary accounting.
Federal, County, State and local laws, codes and regulations applicable to governmental accounting and payroll.
Effective management and supervisory practices.

Skill in:

Operation of computers and applicable software.

Ability to:

Effectively plan, organize, and manage financial operations.
Effectively supervise, train, and develop employees.
Analyze and evaluate accounting and auditing problems.
Develop accounting data in preparation of reports and statements.
Work independently.
Establish and maintain effective working relationships with City staff.
Communicate effectively verbally and in writing.
Ability to make mathematical calculations and draw logical conclusions.

WORKING CONDITIONS:

Office setting.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Accounting or a related field and two years of accounting experience and one year of supervisory experience. Auditing experience is a plus.
Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying. Working knowledge of excel and Peoplesoft is preferred.

SPECIAL REQUIREMENTS:

None.