



EMPLOYMENT OPPORTUNITY

ACCOUNTING SUPERVISOR

Salary Range (36) \$5925.14 – \$7210.62/Monthly

FLSA Status/Exempt * Full-time w/Benefits**

Application Deadline: September 22, 2014

For application materials visit our website at www.RanchoMirageCA.gov or call (760) 324-4511.
(Completed City Application Form required; no facsimiles or e-mail sent/received in this recruitment.)

The City of Rancho Mirage is seeking an experienced and innovative Accounting Supervisor who can demonstrate strong leadership and decision making skills. The Accounting Supervisor will lead a dedicated team of staff towards a common goal; to improve the support and performance of the Finance department.

This position is under the direction of the Finance Director, maintains City and related organizations financial records; supervises accounts payable, payroll, treasury and other financial activities of the City and related organizations. Ensures compliance with applicable codes, rules, regulations and laws.

EXAMPLES OF ESSENTIAL AND GENERAL RESPONSIBILITIES

- Supervises Finance Division personnel involved in the accounts payable and general accounting functions for the City and related organizations; maintains accounting ledgers and journals.
- Assists the Finance Director in the preparation and review of the Comprehensive Annual Financial Report (CAFR) and annual year-end audit for the City, and Housing Authority. These duties involve the various year-end closing entries for all funds presented in the CAFR. In addition, responsible for the preparation of all reports on City and related organizations fiscal affairs, including those required by federal and state agencies.
- Assists the Finance Director in the fiscal management program of the City and related organizations, including budget preparation and monitoring, collection and disbursement of revenues, accounting, financial reporting and auditing, and investment of funds.
- Assists the Finance Director on internal control processes, assists in the selection of external auditor, and develops or provides information necessary to audit functions.
- Assists the Finance Director with all aspects of the budget process; preparation of preliminary and final budget documents, and various transactions required for budget control and administration.
- Supervises all daily computer functions within the finance department, and provide assistance to the Information Services Manager relative to the installation of new applications and trouble shooting of ongoing program problems.
- Responds to inquiries that involve searching for abstract technical data and explains related laws and regulations or established policies, practices or procedures. Prepares fiscal records and reports which are accomplished by compiling, calculating and input of accounting and statistical data in accordance with specific reporting formats and fundamental accounting principles.
- Responsible for supervision and review of the monthly reconciliation of all bank accounts and preparation of Treasurer's Report.
- Performs other duties as assigned. The position is a demanding one and often requires more than 40 hours per week.



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QUALIFICATION GUIDELINES

Education and/or Experience

A four year degree in accounting, finance, business administration or closely related field is required. Four years increasingly responsible governmental accounting or auditing experience or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Knowledge, Skills and Abilities

The ability to communicate effectively, both orally and in writing; lead high level meetings with key City personnel and elected officials; establish and maintain cooperative working relationships with City staff and elected officials. Considerable knowledge of principles and practices of governmental accounting and financial record keeping and supervising general office operations. Ability to understand, interpret and apply the fundamental principles of accounting, related City policies and procedures; understanding of the relationship among accounting records and documents and the ability to reconcile information in financial records; prepare financial reports and maintain ledgers and journals; analyze fiscal data and draw logical conclusions. Skilled in the operation of a variety of office and computer equipment and software.

SPECIAL REQUIREMENTS

Possession of or ability to obtain an appropriate California driver's license and satisfactory driving record.

ESSENTIAL ELEMENTS

Physical Demands: Sitting, standing, walking, reaching, grasping, lifting, manual dexterity, clear speech-complex, clear-seeing, and driving (car).

Stress Factors: Some pressure in assisting the public. Ability to assist, interpret and explain actions to the public, staff and City officials.

Work Environment: Considerable work with the public and staff; verbal contact, face-to-face and telephone.

Mental Requirements: Reading complex, writing complex, analyzing, perception/comprehension and judgment.

Equipment: Computer, keyboard, telephone, calculator, photocopiers, facsimile machines, various computer printers.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific positions assignments will vary depending on the business needs of the department.