



Position Title: Accounting Supervisor <i>(Staff Services Manager I)</i>	Exempt/Non-Exempt Status: Exempt
Reports to: Finance Director	Supervises: Accounting Department Staff
Salary Range: \$6,760 - \$8,398 per month (based on experience and qualifications) plus 15% recruitment and retention differential of \$1,014.00 - \$1,259.70 per month. Total monthly salary \$7,774 - \$9,657.70.	
Position Purpose: The Accounting Supervisor independently performs the more difficult accounting duties which require an understanding of the entire accounting process, such as coordinating the implementation of accounting for new programs/functions; reviewing proposals to change accounting procedures; preparing analysis reports for management; and coordinating completion of monthly and year end reports. In addition, under the direction of the Finance Director, the Accounting Supervisor assists in leading the accounting department, cash operations, and accounts payable and accounts receivables functions.	
Essential Functions: <ul style="list-style-type: none"> • Prepare and review for accuracy following internal accounting procedures, general ledger account postings, in accordance with Generally Accepted Accounting Principles (GAAP) and State Administrative Manual (SAM). • Prepare and review payment requests for accuracy following internal accounting procedures in accordance with State Administrative Manual (SAM), California Department of Human Resources (CalHR), and Memoranda of Understanding (MOU) rules and regulations. • Determine overdue outstanding balances by reviewing aging reports and issue collection letters in accordance with the State Administrative Manual (SAM) to ensure that all outstanding accounts receivables are collected in a timely manner. • Act as liaison between Accounting Department, department/agency employees, vendors, and various control agencies on accounting issues, to resolve issues according to Generally Accepted Accounting Principles (GAAP), State Administrative Manual (SAM) and internal procedures. • Analyze accounting records obtained from accounting software (e.g., status reports, payment history reports) to assess accuracy, completeness, and conformance to reporting and procedural standards. • Inform management about accounting issues, using accounting software and spreadsheet analysis of transactions, to determine if action is needed. • Reconcile bank statements for various accounts (e.g., concentration, operating, premium, livestock and investment funds) to ensure accuracy and completeness of financial reporting in accordance with the State Administrative Manual (SAM). • Comply with accounting internal control systems such as separation of duties, to safeguard State assets in accordance with the State Administrative Manual (SAM). • Develop recordkeeping and accounting systems using spreadsheets for the accounting office to maintain support documentation for accounting transactions and to ensure that all documents are accounted for and available if needed. • Prepare standard data entry and authorization forms by using computer software, in accordance with internal policies and procedures to assist personnel in gathering auditing and accounting information consistently. • Verify vendor information and payments are accurately recorded in accounting systems to track 1099 information for reporting purposes in accordance with federal guidelines. 	



- Assist the Finance Director with managing seasonal departments, including expanded cash operations functions, Carnival Sales and/or Concessions Audit program.
- Write letters, memoranda, and other correspondence using word processing software or other electronic means in order to communicate with various stakeholders, control agencies, and/or management.
- Conduct research using various tools (e.g., manuals, internet, databases, regulations, budget acts) to collect relevant information to complete job tasks under the direction of department Director.
- Provide formal and informal training to grow and develop employees in the Accounting department, under the direction of the Finance Director.
- Maintain and update capital project worksheets using spreadsheet and/or accounting system software to accurately report expenditures and budget variances in conformity with Generally Accepted Accounting Principles (GAAP) and State Administrative Manual (SAM).
- Maintain and update accounting records, in accordance with Generally Accepted Accounting Principles (GAAP) and State Administrative Manual (SAM), in databases, to accurately report the financial position of the organization.
- Analyze payroll processing (e.g. time reports, payroll tax reporting and benefit deductions) using computer software to assess accuracy, completeness, and conformance to reporting and procedural standards.

This document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

Desired Qualifications:

Please note, applicants must meet classification [Minimum Qualifications](#) as required by the State of California.

- Ability to analyze information to identify and resolve irregularities or errors.
- Ability to understand various accounting process flows in order to analyze current processes, and implement newly structured processes.
- Ability to manage and analyze large amounts of data.
- Ability to work as a team to foster good relationships.
- Ability to learn quickly and integrate the information to carryout assignments.
- Ability to perform monthly and quarterly analysis, research and understand variances to properly document findings.
- Excellent interpersonal skills to interact effectively with team members and cross functional department leaders.
- Skill in math applications and accounting formulations for reporting.
- Strong skill of attention-to-detail to provide accurate information.
- Strong skills in MS Office (Excel, Word, Access and PowerPoint), including knowledge of pivot tables and v-lookup
- Excellent verbal and written communication skills using the English language.
- Personal characteristic of a positive, can-do attitude to accomplish assignments despite barriers.
- Personal characteristic of being trainable to learn various functions.
- Personal characteristic of a strong work ethic by carrying out work independently.
- Personal characteristic of a professional demeanor to represent the OC Fair & Event Center.
- Personal characteristic of being success-oriented to find solutions despite challenges or the complexity of the problem.

Special Requirements:

- Ability to work outside the normal business day/week as required by events and programs, including annual OC Fair (mid July-mid August).



- Occasional overnight travel may be required.
- Time off restrictions may be imposed during peak workloads.

Preferences:

- Some previous team or project leadership/supervisory experience.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 is frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands and fingers to operate, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

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

The noise level in the work environment is usually moderately quiet, however louder noise levels may be experienced during outdoor events and when in larger event buildings.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.