

Intercity Transit
JOB TITLE: Accounting Supervisor

BAND C	GRADE 4	SUBGRADE 3
DEPARTMENT: Administrative Services	DIVISION: Finance	FLSA STATUS: Exempt
SUPERVISION RECEIVED FROM: Finance Manager	SUPERVISION EXERCISED OVER: Accounting Specialists	PAY GRADE: C43
SUMMARY: Performs a range of complex professional accounting and financial reporting duties in connection with the agency's financial accounting and reporting functions. Supervises and monitors the activities of the accounting division's operations.		
DISTINGUISHING CHARACTERISTICS: Professional work includes high level financial reviews, reconciliations, research, analysis, management of accounting records, applications of governmental accounting standards, and preparation of financial reports. As a supervisor, supervises Accounting Specialists. The Accounting Supervisor reports to the Finance Manager.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FREQUENCY
1.	Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring employees follow policies and procedures; assists in making hiring, termination, and disciplinary decisions and recommendations. Performs random quality assurance inspections. Trains, coaches, mentors counsels/takes corrective action when necessary.	Daily 25% (C4)
2.	Compile and analyze financial information to to assist in preparation to general ledger accounts, fixed asset accounting, grant accounting and other business transactions.	Semi-Monthly 25% (C4)
3.	Coordinate physical inventory of agency's fixed assets per Federal requirements, as well as coordination of vehicle parts physical inventory.	Annually 5% (C4)
4.	Assist with analysis of financial information detailing assets, liabilities, and capital, and prepares balance sheet, profit and loss statement, and other reports to summarize current and projected agency financial position. Assist with reviews and audits of grant expenditure records for accuracy, reconciliation and processing of reimbursement requests, and evaluation of current grants to determine amounts due to Agency for year-end reporting.	Weekly 25% (C4)

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5.	Prepares or develops Annual Report and financial reports required for a variety of agencies. Assists with ensuring that required reports are in compliance with established audit standards and/or applicable laws, rules or regulations.	Monthly 10% (C4)
6.	Assist with preparation and development of annual Agency and division budgets.	Annually 10% (C4)
7.	Researches, interprets, and applies accounting standards, including GASB, FASB, Yellow Book, State, Federal and other regulatory agencies; ensure proper internal controls are in place.	Quarterly 5% (C4)
8.	Assist with daily administration of the agency's deferred compensation plans, including distribution requests, Qualified Domestic Relations Orders, and loan processing.	Weekly 5% (C4)
9.	Respond to inquiries and resolve issues from employees, departments, other agencies, and the public.	Daily 10% (C4)
10.	Performs farebox responsibilities.	Weekly 10% (A1)
11.	Serve as backup to all Accounting Specialist functions.	Weekly 15% (B2)
12.	Serve as backup to Finance Manager.	As Needed
13.	Performs other duties of a similar nature or level.	As Required
14.	Must meet regular time and attendance standards.	Always

Knowledge (position requirements at entry):

Knowledge of:

- Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standard Board (GASB), Washington State Budgeting, Accounting, and Reporting Systems (BARS);
- Applicable auditing standards;
- Supervisory techniques and concepts to plan, direct, and evaluate the work of others;
- Preparation of financial budgets, statements, and comprehensive accounting reports.
- Applicable Federal, State, and Local laws, rules, and regulations;
- Financial reporting requirements.

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Skills (position requirements at entry):

Skill in:

- Preparing finance and accounting related reports;
- Compiling and analyzing financial information;
- Monitoring and evaluating subordinate staff;
- Interpreting and applying applicable Federal, State, and Local laws, rules, and regulations;
- Implementing internal control procedures;
- Writing reports and business correspondence;
- Handling multiple tasks simultaneously;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, elected officials, and the general public sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Bachelor's Degree in Accounting, Finance, or a related field, and four years of increasingly responsible government accounting experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

WA state driver's license.

Must submit to criminal background check, the results of which must meet hiring criteria for the role.

Physical Requirements:

Positions in this class typically require: talking, hearing, and seeing.

Sedentary Work: Exerting up to 30 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

NOTE:

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

Classification History:

01/2017: New position/recruitment in Finance/Accounting; Department/Division due to re-org/restructure.

01/2019: Classification Change from Senior Accountant to Accounting Supervisor