

City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave
(505) 955-6597 Fax (505) 955-6810

www.santafenm.gov



Recruitment Announcement # 2020-FN4

POSITION TITLE Accounting Supervisor (79)
DEPARTMENT Finance
PERIOD TO APPLY: 8/9/2019-8/24/2019

SALARY RANGE: \$26,186-\$39,280 (16)
FLSA/UNION STATUS: Exempt/Nonunion
POSITION STATUS: Classified Full Time
LOCATION: City Hall

GENERAL PURPOSE

Performs a variety of first-line supervisory and advanced professional accounting duties related to coordinating and monitoring various day-to-day functions in support of the accounts receivable and customer service in the Treasury Division.

SUPERVISION RECEIVED

Works under the general supervision of an assigned supervisor.

SUPERVISION EXERCISED

Provides close to general supervision to Database, Project or Account Specialists and/or Accounting Technician(s), Financial Analysts and/or Accountants.

ESSENTIAL FUNCTIONS

(A position may not include all of the duties listed, nor do the listed examples include all duties that may be found in a position of this class).

Plans, coordinates, schedules, assigns, directs and monitors work of subordinates; conducts formal performance evaluations; makes recommendations affecting employment status, (i.e., advancement, retention, discipline and termination). Performs specialized and complex accounting functions and research in support of the City's accounting systems; evaluates work processes and procedures, fiscal protocols and recommends and/or implements changes.

Performs quality control over accounting practices in review of City-wide accounting activities; monitors general budget status, reviews revenue projections, monitors cash flow, oversees general fiscal resource management, etc. Interprets City management and administrative policies, procedures and practices; ensures compliance with laws, rules and regulation.

Monitors progress and results to assure accuracy and timely completion; conducts special studies; compiles and prepares accounting reports, adjusts computer data against accounting records for ITT processing and maintenance. Analyzes, reviews and reconciles accounting transactions, documents, reports and other written communications. Advises departments in preparation and maintenance of accounting and fiscal documents in accordance with established procedures.

Assists Treasury Officer as directed or requested.

Assists in monthly, quarterly, annual close process and annual audit as it pertains to Accounts Receivable.

Performs specialized and complex accounting tasks, including but not limited to, preparing and reviewing journal entries including period close adjustments, account reconciliations and variance analysis or other analysis/report as directed.

Assists departments in preparation and maintenance of accounts receivable and fiscal documents in accordance with established procedures, laws, rules and regulations.

Maintains, reviews, analyzes, corrects and reconciles financial data and transactions in accordance with generally accepted accounting principles and governmental accounting standards.

Designs and develops financial reports, trial balances and statements utilizing the financial reporting system writer and advanced spreadsheet software applications.

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Provide formal training and on-going financial system support to system users as well as supporting accounting personnel.

FOR ASSIGNMENT IN ACCOUNTS RECEIVABLE:

Reviews and implements control over the accounts receivable system and all subsidiary ledgers; reconciles accounts payable with general ledger. Implements' billing cycles for accounts receivable on a monthly, quarterly, or semi-annual basis; implements proper billing procedures to maximize collection of all City funds.

Verifies receiving and receipting of all assessments and taxes; prepares reports of revenue and accounting data for use in maintaining receivable system(s). Reviews and reconciles various accounting tasks performed by staff including ambulance billing, lodger's tax collections, and external collections agency remittances and reporting.

Performs related duties as required.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

Graduation from college with a bachelor's degree in accounting, finance, business administration or related field; **or** Six (6) years of responsible experience related to above duties; preferably in a governmental accounting, finance, budgeting or business administration; with experience performing the duties of associated with a lead or supervisory capacity; **or** An equivalent combination of education or experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of generally accepted government accounting principles practices and procedures (GAAFR, GAAP and GASB); debits and credits; public finance and fiscal planning; municipal organizations and department operations including applicable laws and regulations; internal control principles and methods of application; budgeting, accounting and related statistical procedures; various revenue sources available to local governments including state and federal sources; general office maintenance and practices; basic personnel management practices and procedures; computer accounting applications and various software financial programs (MS Word, Excel, Power Point); business and technical writing; operation of standard office equipment; mathematics and advanced accounting; strong interpersonal communication skills and telephone etiquette; public relations. Working knowledge of principles of management, supervision and employee motivation; JD Edwards accounting software; IBM AS/400, TylerMunis; EnerGov. Must have knowledge of State, Federal and City Procurement Rules and Regulations.

Skill in the art of diplomacy and cooperative problem solving; establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, subordinate staff, and City residents; proficiency in the operation of PC computer, calculator, fax machine, copy machine, telephone. Skill in effective communication, both verbally and in writing; effective mediation skills; excellent organizational and interpersonal skills; must be able to type rapidly and accurately to produce documents/spreadsheets; perform data entry as necessary to accomplish the essential functions of the position; use of technology, equipment and software typically used in the office environment.

Ability to analyze a variety of financial problems and make recommendations and estimate revenues; analyze complex accounting problems and make standard adjustments; prepare and analyze complex financial reports; present clear and concise graphics, oral and written reports and financial analysis. Ability to read, analyze and interpret the most complex and sensitive documents; to include applicable public finance statutes and ordinances. Must have a working knowledge of investments, economics, debt management and GASB, GAAP, SEC and DFA regulations. Write highly technical reports, memoranda; apply mathematical models to the City's fiscal operations. Ability to communicate effectively verbally and in writing; develop effective working relationships with executive management, elected officials, supervisors, fellow employees, and the public; work under pressure of strict timelines; prepare and deliver written presentations; deal effectively with controversial issues.

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ADDITIONAL REQUIREMENTS:

Must be bondable.

WORK ENVIRONMENT:

Typical office setting with typical climate controls. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, and not generally involving muscular strain. Job functions normally require talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel may be a requirement of the position.

ADA/EEO Compliance

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

VETERAN'S HIRING INITIATIVE

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department (HRD) has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

Job applicants who are veterans who have an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veteran Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status.

TO APPLY: Resumes will not be accepted in lieu of the city application form. Submit City of Santa Fe Application by one of the following methods: Fill out application at Human Resources Department, City Hall, 200 Lincoln Avenue, Santa Fe, NM; mail application to P.O. Box 909, Santa Fe, New Mexico 87504-0909; or fax application to (505) 955-6810. Applications may be downloaded from our website: www.santafenm.gov; or apply online at www.santafenm.gov. Applications become public record upon receipt and may be made available for public inspection upon request.

When required of the position, attach a copy of certification(s) or license(s). Copies of high school diploma/GED & college degree must be provided at time of interview. Pre-placement physical exams are required for some positions. Incomplete applications may delay or exclude consideration of your application.