



**CITY OF GRANTS PASS, OREGON  
CLASS SPECIFICATION**

**ACCOUNTING SUPERVISOR**

**FLSA Status :** Exempt  
**Bargaining Unit :** Non-Bargaining  
**Salary Grade :** UC71

**CLASS SUMMARY:**

The Accounting Supervisor is a senior level accounting professional with the City's Finance Department. Incumbents are working supervisors performing complex analyses to support the City's strategic and financial goals including adherence to State and Federal laws and City policies. Incumbents perform independent technical, professional accounting and administrative tasks such as financial forecasting and modeling, maintenance of fiscal records in accordance with applicable requirement, funds monitoring management, preparation of various Comprehensive Annual Financial Report schedules and support for the annual Financial Audit. Incumbents perform the full range of supervisory duties including directing work, training and coaching, discipline and performance evaluation of subordinates.

The Accounting Supervisor is distinguished from the Accountant by its focus on the independent conduct of specific financial and budgetary analyses projects as well as those assigned by the Finance Director, and by its responsibilities for the full range of supervisory duties including directing work, training, coaching, discipline, and performance evaluation.

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**CORE COMPETENCIES:**

- ***Integrity/Accountability:*** Conducts oneself in a manner that is ethical, trustworthy and professional; demonstrates transparency with honest, responsive communication; behaves in a manner that supports the needs of Council, the citizens and co-workers; and conducts oneself in manner that supports the vision and goals of the organization taking pride in being engaged in the community.
  - ***Vision:*** Actively seeks to discover and create ways of doing things better using resources and skills in an imaginative and innovative manner; encourages others to find solutions and contributes, regardless of responsibilities, to achieve a common goal; and listens and is receptive to different ideas and opinions while solving problems.
  - ***Leadership/United:*** Focuses on outstanding results of the betterment of the individual, the organization and the community; consistently seeks opportunities for coordination and collaboration, working together as a team; displays an ability to adjust as needed to accomplish the common goal and offers praise when a job is done well.
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**ESSENTIAL CLASS DUTIES:** These duties are a representative sample; position assignments may vary.

- Manages the General Ledger including such activities as reconciliation and balancing of accounts to various subsystems while assuring proper operation of internal controls, approval of journal entries, compliance monitoring with applicable requirements, reviewing reconciliations of bank accounts, and verification of accuracy.

*Employees of the City of Grants Pass uphold the values of  
Integrity, Vision, Accountability, Leadership, United and Excellence in our service to our community.*

- Acts as project leader for the City's annual audit and Comprehensive Annual Financial Report (CAFR) including such activities as year-end closing, preparation of journal entries and reconciliation of accounts for proper reporting, preparation of documentation for external auditors, development of draft financial statements, and related data gathering and report development.
  - Supervises departmental staff as assigned including coordinating and directing work flow, making work assignments, providing training, making disciplinary and hiring recommendations and conducting performance evaluations.
  - Develops revenue projections and financial forecasts for the budget process including special projects to analyze and determine financial impacts.
  - Provides financial analysis support for union contract negotiations and cost of service delivery studies to evaluate financial implications of contract, fee structure and other proposals.
  - Prepares interim monthly, quarterly, and annual financial and status reports for City management, applicable state and federal agencies and addresses relevant inquiries from the public, City departments and various agencies to resolve issues.
  - Performs other duties of a similar nature or level.
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**Training and Experience** (positions in this class require):

A Bachelor's Degree in a related field, and four years of directly related experience including one year of supervisory experience are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

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**Licensing Requirements** (positions in this class require):

- None
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**Knowledge** (positions in this class require):

Knowledge of:

- Accounting principles and practices;
  - Fiscal management principles and practices;
  - Accounting and related software programs;
  - Public finance and budgeting;
  - Conflict resolution;
  - Supervision/management theories, principles and practices;
  - Effective and efficient public relations;
  - Educational methods and instructional techniques;
  - Personal computers and related software programs;
  - Personnel policies and procedures and labor contract provisions;
  - Applicable City policies and ordinances; and,
  - Applicable Federal, State, and local laws, rules and regulations.
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**Skills** (positions in this class require):

Skill in:

- Reconciling accounts to the General Ledger;
  - Audit and year-end closing procedures;
  - Financial and policy analyses and research;
  - Financial modeling and projections;
  - General ledger maintenance;
  - Budget analysis and support;
  - Financial report preparation;
  - Supervision of staff;
  - Maintaining confidentiality;
  - Speaking in public;
  - Reading, revising and interpreting policies and procedures;
  - Appropriate and effective independent decision making;
  - Providing positive, effective leadership and supervision to staff;
  - Using a computer and related software applications;
  - Conducting research, analyzing information and data, and presenting findings in a concise and rational format;
  - Building and maintaining effective working relationships with the public, fellow employees, and other agencies;
  - Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
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**Physical Requirements:**

Positions in this class typically require: grasping, fingering, feeling, talking, hearing, seeing, repetitive motions, pushing, and pulling.

Sedentary Work: Exerting up to 10 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.

Positions in this class require regular attendance and punctual employee presence. Incumbents may be required to work hours in excess of a 40-hour workweek, attend evening meetings, and travel for training.

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**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. When job duties and responsibilities change and develop, this job description will be reviewed and is subject to change based on business needs of the City.

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**Classification History:**

Adopted by Council July 2, 2008, Resolution No. 5379

Revised September 26, 2016, Retitled February 20, 2018; June 22, 2018