CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 342.6

Job Title: **ACCOUNTANT SUPERVISOR**

Pay Grade: 24

GENERAL SUMMARY:

Supervises, plans, organizes, and coordinates accounting activities and performs complex accounting work.

RESPONSIBILITIES:

- Supervises, trains, evaluates and provides guidance to accounting personnel engaged in recording, adjusting, categorizing, summarizing, and analyzing financial data.
- Ensures that accounting entries, adjustments, and totals are prepared accurately and recorded in accordance with departmental and citywide procedures and directives.
- Provides revenue projection and other analytical information to management for use in decision-making and planning activities.
- Reviews, prepares, corrects, and approves payment documents and collection reports for all funds; ensures compliance with established procedures.
- Performs specialized and complex accounting and/or auditing tasks, maintains control records and prepares reports and records as requested.
- Prepares comprehensive statements on the accounting activities of the department to include: data on revenue, receivables, encumbrances and expenditures, and special accounts.
- Prepares monthly, quarterly, and annual financial statements and reports.
- May monitor and reconcile payroll accounts.
- Responds to vendor inquiries and complaints.
- May conduct user-training classes and provide specialized systems control and security.

SPECIFICATIONS:

KNOWLEDGE:
Requires a Bachelor's degree in Accounting, Business Administration or a closely related field such as Finance, with a minimum of 9 hours in accounting.

EXPERIENCE:
Five years of experience as a professional accountant are required.

Professional accounting experience may substitute for the education requirement on a year-for-year basis, except for the required minimum of 9 hours in Accounting. A Master's degree in Accounting, Business Administration or a closely related field, such as Finance, may substitute for two years of the experience requirement.

COMPLEXITY:
Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:
Errors in work lead to significant expense and inconvenience. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED:

Direct Supervision:
Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions, such as hiring, terminations, pay changes of non-supervisory personnel.

Indirect Supervision:
Involves general scheduling and review of work as a "first-line supervisor" and evaluation of work as an Assistant Manager or the equivalent.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with professionals and supervisors. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

External Contacts:
Level of external contact is primarily with lower-level service representatives and vendors and occasionally with citizens, visitors and/or mid-level government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

PHYSICAL EFFORT:
The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:
There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:
Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:
All duties and responsibilities may not be included in the above job description.

JOB FAMILY:
Accountant Associate
Accountant
Senior Accountant
Accountant Supervisor
Accountant Manager

Effective Date: October 1990
Revised Date: May 2003
Revised Date: September 2026