

North Marin Water District

ACCOUNTING / HUMAN RESOURCES SUPERVISOR

*This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include all** duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION

Under general supervision, performs and directs accounting and human resources functions requiring professional knowledge of cost accounting, governmental fund accounting, financial reporting and human resources management. Performs and manages a variety of professional accounting functions necessary for the accurate and timely presentation of financial and statistical reports dealing with all aspects of the District's operations. Performs and manages a variety of professional human resources functions; and performs other work as required.

DISTINGUISHING CHARACTERISTICS

The **Accounting/Human Resources Supervisor** position is responsible for compiling, maintaining and publishing financial and statistical reports in support of District activities as well as providing human resources support to District staff and management.

SUPERVISION RECEIVED/EXERCISED

Receives general direction from the Auditor-Controller. Exercises supervision over the Accountant, Accounting Clerk, and Storekeeper positions.

ESSENTIAL DUTIES (include but are not limited to the following)

Supervises accounting personnel in the preparation of financial records; supervises, verifies and assists where necessary with preparation of journal entries, payroll, cash receipts, disbursements and distribution of various construction, overhead and other expenses; monitors compliance with the District's purchasing policy; assures the accuracy of general and subsidiary ledgers and material and equipment inventories; oversees investment of treasury funds; troubleshoots and recommends improvements in methods, procedures, software and forms; supervises, assists and reviews preparation of financial statements and statistical reports; assists in preparation of annual budget and performs miscellaneous financial analyses as required.

OTHER DUTIES

Assists the Auditor-Controller and other Division Managers and supervisors with Human Resource responsibilities, and takes a lead role when assigned in employee relations, collective bargaining, recruitment and selection, classification and compensation, employee development, employee benefits administration, and performance management and discipline. Maintains an up-to-date Employee Information booklet, job descriptions, and tracks the performance evaluation program to assure annual reviews are conducted. Assists outside auditors with annual audit; acts as Auditor-Controller in his/her absence.

Approved	CD
Date	1/25/08

QUALIFICATIONS (The following minimum qualifications are necessary for entry into the class):

Education/Experience

Sufficient experience and education in accounting and human resources to perform the duties of the **Accounting/Human Resources Supervisor**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of experience in accounting and a Bachelor's degree in accounting, business administration, management or a closely-related field from an accredited college or university, and at least one year of experience as a supervisor.

Knowledge/Skill/Ability

Knowledge of: accounting principles; job cost accounting; general banking procedures; general accounting processes and procedures; problem solving, interpersonal, and negotiating skills; personal computers and applicable software.

Ability to: analyze financial statements and prepare coherent and factual reports; interpret and follow procedures, policies, rules, and ordinances applicable to assigned duties; maintain accurate records; maintain the highly confidential nature of personnel information; develop and maintain a variety of sophisticated spreadsheets; use word processing software; conduct special projects requiring analysis of processes and procedures and development of recommendations to improve the effectiveness and/or efficiency of district accounting and human resource systems; prepare clear and concise written reports; work overtime, weekends and holidays as required, and remain available in the event of an emergency; establish and maintain effective working relationships.

License/Certificate

Possession of a valid Class C California driver's license.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

Position requires working in a standard office environment and involves prolonged sitting, repetitive motion, walking, kneeling, squatting, stooping, turning, bending and upper body twisting in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard and adding machine. Additionally, the position requires near and far vision in reading statistical data and using the computer, and hearing is required when providing phone service.

OTHER REQUIREMENTS

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."