



JOB POSTING

Accounting Supervisor Starting Salary: \$65,396/year

CHARACTERISTICS OF THE CLASS: This is supervisory accounting work directing the activities of a staff of accounting and clerical employees engaged in analyzing, recording and reporting on Authority accounting transactions and includes responsibility for directing the design, implementation and maintenance of accounting systems and records to control and report on agency operations. Work is performed under the direction of an accounting or administrative superior. Assignments require analytical thinking and are carried out in accordance with functional precedents.

EXAMPLES OF DUTIES:

Plans, assigns and reviews the work of subordinate accountants and clerical personnel engaged in diverse accounting operations including processing fiscal documents and recording, summarizing and analyzing accounting transactions; establishes work priorities and assigns personnel accordingly.

Supervises the analysis and posting of all financial transactions for the Authority; supervises and participates in the preparation of reports on accounting transactions; reviews reports and schedules prepared by subordinate accountants to insure their completeness and accuracy; reviews all adjusting entries prepared by subordinate accountants to insure that they conform to the procedures and regulations governing the Authority accounting system.

Prepares reports and analysis to summarize schedules and statements prepared by subordinate accountants; prepares comprehensive accounting statements and schedules.

Reviews the operation of the central accounting system and recommends changes in policy and procedures to eliminate delays in processing; participates with accounting superiors in implementing changes in policy and procedures.

Performs related work as required.

MINIMUM QUALIFICATIONS:

Training and Experience: Completion of a bachelor's degree program at an accredited college or university with major course work in accounting and five years of accounting experience, two years of which have been in a supervisory capacity, including one year supervising through subordinates the control of records and related fiscal documents, and the preparation of financial reports and statements; or an equivalent combination of acceptable education and experience.

Knowledge, Abilities and Skills: Extensive knowledge of the principles and practices of commercial and governmental accounting; thorough knowledge of the principles and practices of reporting and analyzing accounting and related fiscal records.

Considerable knowledge of the principles and practices of office management; considerable knowledge of the application of electronic data processing equipment and techniques to the control and maintenance of accounting and related fiscal records.

Ability to schedule, assign and review the work of subordinate accounting and clerical personnel; ability to learn legal regulations and City, State and Federal directives governing the accounting system; ability to install standards and special accounting procedures and forms; ability to edit, organize and present clearly and concisely, oral and written reports of findings and recommendations; ability to establish and maintain effective working relationships with associates and the public.

RESIDENCY REQUIREMENT: Must establish and maintain City of Philadelphia residency

ALSO INCLUDES: Competitive Starting Salary, Superior Health Insurance, Generous Pension Plan, Life Insurance, Deferred Compensation, Generous Paid Leave and Holidays

To be considered for this position, send resume AND cover letter to PRA.HR@pra.phila.gov.