

**SILICON VALLEY CLEAN WATER**  
**Job Description**  
**May 2023**

*Disclaimer – Class descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.*

**JOB TITLE: Accounting Supervisor**

**FLSA: Exempt**

*Every employee shall serve at the will and pleasure of Silicon Valley Clean Water (“SVCW”). No employee has, or may acquire, a property interest, nor any other kind of interest in, or right to, continuing employment with SVCW. The Manager, upon request of an employee who has been discharged, will review all the circumstances of such discharge.*

**SUMMARY**

Under the general direction of the Chief Financial Officer, performs supervisory, administrative, and technical duties related to accounting functions of Silicon Valley Clean Water. This position organizes, leads, and continuously improves accounting staff and processes. Oversees key accounting activities including Accounts Payable, Payroll, Accounts Receivable, Banking and liquidity management, General Ledger account reconciliations, Month-end close, Budget development and reporting, Financial Reporting, Debt Service Administration, and year-end Audit.

**ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:**

*Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

- Develops accounting staff which includes assisting with the selection and on-boarding process for new hires. Establishes work standards, sets and communicates expectations for each role, and regularly monitors and evaluates performance. Counsels and disciplines personnel as required. Develops and implements goals. Provides coaching and mentoring for performance improvement and development.
- Possesses technical accounting expertise to appropriately manage a variety of moderate to complex matters such as general ledger journal entries, periodic financial reporting, and month-end / year-end close.
- Manages bi-weekly accounts payable process to ensure timely and accurate payments are made. Designs and adheres to financial internal controls to mitigate the risk of misappropriation or mistakes. Oversees timely and accurate issuance of 1099-MISC, 1099-NEC and 592-B forms. Ensures that collaboration with the Procurement Division is performed so that necessary documentation of approvals and receipt of materials are in place prior to payment.
- Manages biweekly payroll process to ensure employees and associated disbursements are paid accurately and on time. Coordinates with division supervisors to maintain consistent and accurate timecard entry practices. Develops and oversees reasonableness test audit of payroll process. Oversees the biweekly CalPERS payroll reporting. Oversees the biweekly import of payroll data into the general ledger. Directs

updates to processes and/or systems regarding work rules, regulatory changes, and taxes. Reviews quarterly state and federal tax reports and W-2s. Participates in the coordination and implementation of payroll changes from labor agreements. Oversees preparation of the State Controller's Office Government Compensation Annual report.

- Manages cash and investments to meet goals of safety, liquidity, and yield. Monitors disbursement amounts and maintains adequate cash liquidity by transferring balances between checking account, LAIF, investments, the line of credit, and cash reserves. Ensures reconciliations are regularly completed.
- Directs the monthly general ledger close activities by providing supporting schedules and reports regarding payroll and/or expenditures. Oversees the reconciliation of general ledger and subsidiary accounts and other accounting transactions and reports. Identifies and oversees the development of reporting tools used by Divisions to measure financial activities and costs.
- Administers debt matters which includes notifying members of amounts due, processing payments, drawing from debt proceeds, coordinating annual compliance reports, and measuring coverage ratios.
- Leads the process surrounding year-end financial close and audit. Reviews analysis and development of year-end accruals and amortizations. Responds to auditor requests for information and narrative updates. Validates final financial statements and supporting footnotes prepared by accounting staff. Reviews the State Controller's Office Annual Financial Transactions report.
- Manages fixed asset accounting activities during the fiscal year as Construction-in-Progress projects are completed. Analyzes year-end fixed asset balances and oversees preparation of depreciation schedules and associated journal entries. Oversees the reclassification of Construction in Progress to depreciable assets, including the preparation of fixed asset supporting schedules and journal entries.
- Coordinates the retiree health actuarial valuation to ensure requested information is gathered; reviews the final report before incorporation into financial statements.
- Manages Federal and State grant activities and associated financial reports.
- Supports the annual operating budget process. This includes collaborating with Division leaders on planned expenditures as well as maintaining a payroll budget model.
- Performs a variety of other duties as assigned.

**MINIMUM QUALIFICATIONS:**

*The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.*

**Knowledge of:**

- Fundamental principles of supervision and training.
- Financial and governmental accounting principles and practices of U.S. GAAP and GASB requirements.

- Principles and practices of financial reporting.
- Principles and practices of statistical analysis.
- Budget preparation and practices.
- Principles and practices of payroll and CalPERS reportable compensation.
- Accounts payable procedures and practices.
- Software solutions for accounting and financial reporting.
- Modern office equipment, methods and procedures.
- Silicon Valley Clean Water policies and procedures.

**Ability to:**

- Successfully lead a team of highly motivated technical individuals
- Direct, supervise, evaluate and discipline personnel
- Utilize ERP system and financial software tools.
- Analyze complex and large data sets.
- Prepare large and complex budgets.
- Apply accounting principles and procedures to a variety of transactions.
- Communicate effectively verbally and in writing.
- Maintain accurate records and prepare meaningful reports.
- Work with attention to detail.
- Organize, prioritize, and coordinate assigned work.
- Establish and maintain effective working relationships with other people.
- Understand and follow all applicable safety rules.

**EDUCATION and/or EXPERIENCE:**

*Any combination of education and experience that demonstrates possession of the requisite knowledge, skills and abilities. A typical way to obtain these would be:*

- Bachelor's degree with major course work in accounting or a related field.
- Five (5) years of responsible professional experience in accounting.
- Experience in managing payroll and accounts payable processes.
- Understanding of journal entries and general ledger reconciliations.
- Solid grasp of fixed asset accounting, particularly construction.
- Familiarity with accounting software solutions.
- Data management experience with large, complex data sets.

**DESIRED CERTIFICATION and LICENSING:**

- Certified Payroll Professional (CPP) through the American Payroll Association (APA) or equivalent.
- Certified Public Accountant (CPA) through the American Institute of Certified Public Accountants, or Certified Public Finance Officer through the Government Finance Officers Association
- Valid California Class C Driver's License and an acceptable driving record as defined by SVCW's Driving Eligibility Standards.

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands and fingers to handle or feel; reach with hands and arms; and talk and hear in English. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

**WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near electronic displays. The employee is occasionally exposed to outside weather conditions and uses motorized vehicles and occasionally works evenings or on weekends. The noise level in the work environment is usually minimal.