



Position Title: Accounting Supervisor <i>(Accounting Administrator / Supervisor)</i>	Exempt/Non-Exempt Status: Exempt
Reports to: Finance Director	Supervises: Accounting Department Staff
<p>Salary Range: \$7,172.00 - \$8,910.00** per month, plus 15% recruitment and retention differential of \$1,075.80 - \$1,336.50 per month. Total monthly salary \$8,247.80 - \$10,246.50**</p> <p>**As part of the State's efforts to address ongoing budget shortfalls, from July 1, 2025 through June 30, 2027, the Personal Leave Program 2025 [PLP] will be in effect. This consists of a 3% pay reduction in base monthly salary in exchange for an accrual of 5 hours of PLP leave per month. The salary range included in the job advertisement does not reflect the reduction in pay. <i>New to State candidates will be hired into the minimum salary of the classification.</i></p>	
<p>Position Purpose: The Accounting Supervisor independently performs the more difficult accounting duties, which require an understanding of the entire accounting process, such as coordinating the implementation of accounting for new programs/functions; reviewing proposals to change accounting procedures; preparing analysis reports for management; and coordinating completion of monthly and year-end reports. In addition, under the general supervision of the Finance Director, the Accounting Supervisor assists in leading the accounting department, cash operations, and accounts payable and accounts receivable functions.</p>	
<p>Essential Functions:</p> <ul style="list-style-type: none"> • Prepare and review for accuracy following internal accounting procedures, general ledger account postings, in accordance with Generally Accepted Accounting Principles (GAAP) and State Administrative Manual (SAM). • Prepare and review payment requests for accuracy following internal accounting procedures in accordance with State Administrative Manual (SAM), California Department of Human Resources (CalHR), and Memoranda of Understanding (MOU) rules and regulations. • Determine overdue outstanding balances by reviewing aging reports and issue collection letters in accordance with the State Administrative Manual (SAM) to ensure that all outstanding accounts receivables are collected in a timely manner. • Act as liaison between Accounting Department, department/agency employees, vendors, and various control agencies on accounting issues, to resolve issues according to Generally Accepted Accounting Principles (GAAP), State Administrative Manual (SAM) and internal procedures. • Analyze accounting records obtained from accounting software (e.g., status reports, payment history reports) to assess accuracy, completeness, and conformance to reporting and procedural standards. • Inform management about accounting issues, using accounting software and spreadsheet analysis of transactions, to determine if action is needed. • Reconcile bank statements for various accounts (e.g., concentration, operating, premium, livestock and investment funds) to ensure accuracy and completeness of financial reporting in accordance with the State Administrative Manual (SAM). • Comply with accounting internal control systems such as separation of duties, to safeguard State assets in accordance with the State Administrative Manual (SAM). • Develop recordkeeping and accounting systems using spreadsheets for the accounting office to maintain support documentation for accounting transactions and to ensure that all documents are accounted for and available if needed. 	



- Prepare standard data entry and authorization forms by using computer software, in accordance with internal policies and procedures to assist personnel in gathering auditing and accounting information consistently.
- Verify vendor information and payments are accurately recorded in accounting systems to track 1099 information for reporting purposes in accordance with federal guidelines.
- Assist the Finance Director with managing seasonal departments, including expanded cash operations functions, Carnival Sales and/or Concessions Audit program.
- Write letters, memoranda, and other correspondence using word processing software or other electronic means in order to communicate with various stakeholders, control agencies, and/or management.
- Conduct research using various tools (e.g., manuals, internet, databases, regulations, budget acts) to collect relevant information to complete job tasks under the direction of department Director.
- Provide formal and informal training to grow and develop employees in the Accounting department, under the direction of the Finance Director.
- Maintain and update capital project worksheets using spreadsheet and/or accounting system software to accurately report expenditures and budget variances in conformity with Generally Accepted Accounting Principles (GAAP) and State Administrative Manual (SAM).
- Maintain and update accounting records, in accordance with Generally Accepted Accounting Principles (GAAP) and State Administrative Manual (SAM), in databases, to accurately report the financial position of the organization.
- Analyze payroll processing (e.g. time reports, payroll tax reporting and benefit deductions) using computer software to assess accuracy, completeness, and conformance to reporting and procedural standards.

This document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

Desired Qualifications:

Please note, applicants must meet Accounting Administrator I (Supervisor) 4549 classification [Minimum Qualifications](#) as required by the State of California.

KNOWLEDGE OF:

- Principles and practices of professional governmental accounting, including Generally Accepted Accounting Principles (GAAP) as applied in a public-sector environment.
- Governmental accounting standards and financial reporting requirements, including Governmental Accounting Standards Board (GASB) pronouncements applicable to governmental entities.
- Accounting methods and procedures related to general ledger, accounts payable, accounts receivable, cash management, payroll, and financial reporting.
- Internal control principles and audit standards, including separation of duties and safeguarding of public funds.
- Fiscal reporting, reconciliation, and analysis techniques used in the preparation of monthly, quarterly, and year-end financial statements.
- State Administrative Manual (SAM) policies, procedures, and controls governing accounting and fiscal operations.
- Accounting systems, databases, and spreadsheet applications used for financial analysis, reconciliation, and reporting.
- Applicable federal and State laws, regulations, and reporting requirements affecting governmental accounting operations.
- Governmental and enterprise accounting standards related to capital assets, leases, pensions, OPEB, revenue recognition, and long-term liabilities, including relevant GASB statements and FASB Accounting Standards Codification (ASC) topics.



ABILITY TO:

- Plan organize and supervise professional accounting staff and support personnel.
- Review analyze and interpret complex accounting data to identify and resolve irregularities or errors.
- Plan, organize, and supervise professional accounting staff and support personnel.
- Review, analyze, and interpret complex accounting data, financial statements, and system-generated reports.
- Ensure compliance with GAAP, GASB, SAM, and other applicable fiscal control requirements.
- Develop, evaluate, and implement accounting policies, procedures, and internal controls.
- Identify accounting discrepancies, research issues, and recommend appropriate corrective actions.
- Prepare and present clear, concise financial analyses and reports for management decision-making.
- Coordinate accounting activities with internal departments, vendors, auditors, and control agencies.
- Use accounting systems and advanced spreadsheet tools to perform reconciliations, trend analysis, and variance analysis.
- Communicate effectively, both orally and in writing, with staff, management, and external stakeholders.
- Train, mentor, and evaluate staff to support operational effectiveness and professional development.

SKILL IN:

- Excellent interpersonal skills to interact effectively with team members and cross functional department leaders.
- Math applications and accounting formulations for reporting.
- Attention-to-detail to provide accurate information.
- MS Office (Excel, Word, Access and PowerPoint), including knowledge of pivot tables and v-lookup
- Excellent verbal and written communication skills using the English language.

PERSONAL CHARACTERISTIC OF:

- A positive, can-do attitude to accomplish assignments despite barriers.
- Being trainable to learn various functions.
- A strong work ethic by carrying out work independently.
- A professional demeanor to represent the OC Fair & Event Center.
- Being success-oriented to find solutions despite challenges or the complexity of the problem.

Special Requirements:

- Ability to work outside the normal business day/week as required by events and programs, including annual OC Fair (mid July-mid August).
- Occasional overnight travel may be required.
- Time off restrictions may be imposed during peak workloads.

Preferences:

- Experience applying Governmental Accounting Standards Board (GASB) Statements 31, 68, 75, 87, 96, and 101, as well as Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) Topics 360, 606, and 842.

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 frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands and fingers to operate, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the 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.

The noise level in the work environment is usually moderately quiet, however louder noise levels may be experienced during outdoor events and when in larger event buildings.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.