

ACCOUNTING SUPERVISOR

JOB PURPOSE AND SUMMARY

The Accounting supervisor performs a wide array of financial support and supervisory functions. This position works under the direction of the Accounting Manager and supervises ten (10) or more clerical staff in the Financial Services Division of Auditor's office. The position supervises, assigns, reviews and participates in the work of staff responsible for preparing and maintaining the County payroll, accounts payable, accounts receivable, grants and account reconciliation.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES - Duties may include, but are not limited to, the following:

- Plan, prioritize, assign, supervise and review the work of staff responsible for accounts payable, accounts receivable, grants, payroll, data entry and account reconciliation.
- Participate in the selection of accounting and payroll staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods of providing services; implement policies and procedures.
- Participate in the development of processes, procedures to insure accuracy and timeliness of accounting processes and services.
- Provide technical information and instruction to personnel regarding procedures and methods involved in accounting.
- Perform complex analyses of accounting and payroll transactions; monitor and reconcile account balances.
- Prepare various reports and contribute to the development of financial statements.
- Perform related duties as assigned.

QUALIFICATIONS

Experience and Training:

- Equivalent to a Bachelor's Degree in accounting, public administration, business administration or a related field.

- Three years of increasingly responsible accounting experience involving a complex mainframe computer system, preferably in a public institution.
- One year of supervisory experience.

Any combination of experience and training that would likely provide the required knowledge and abilities will be considered.

Knowledge of....principles of supervision, training and performance evaluation; modern and complex principles and practices of accounting; procedures, methods and techniques of payroll preparation and processing; operations, services and activities of a payroll program; principles of budget preparation and control; modern computerized accounting systems; pertinent Federal, State, and local laws, codes and regulations; automated accounting system management and administration.

Ability to....plan, organize, supervise and review the work of staff; research, analyze and interpret accounting applications and processes; interpret and explain County accounting and payroll policies and procedures; prepare clear and concise reports; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work including County officials and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work is primarily performed in an office setting and requires the manual dexterity to use telephones, computers, adding machines, the auditory and speech skills to communicate to subordinates and other County staff and officials in person and through telephones and email.

Revised AUGUST 1999
Office use 05/29/01