

ACCOUNTING SUPERVISOR

CLASS CODE 3320

EEO Code: F

MAJOR FUNCTION

Highly responsible work supervising an accounting activity or specialized program.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Supervises and coordinates accounting employees working in an accounting activity; i.e. accounts payable, accounts receivable and payroll. Assigns work, trains employees on the accounting software, trains employees and reviews their work product in their specific area. Recommends disciplinary action when necessary. Conducts necessary correspondence and studies as they relate to the functional section. Responsible for daily operations of a functional section.

Is lead worker in their specific area. Compiles, reviews, submits and analyzes reports. Reports problems and/or concerns to immediate supervisor. Analyzes and resolves problems dealing with particular projects in a functional section. Coordinates methods and procedures, improvements, and programs to foster greater productivity. Evaluates programs for compliance with priority schedules and accomplishment of work programs.

Implements programs with a minimum of supervision. Develops and installs systems, forms, and procedures. Represents the division in making special investigations and gathering information.

Prepares year-end schedules to be used as support documentation for financial statements.

Coordinates year-end activities related to the functional section and the division.

Performs related work as required.

KNOWLEDGE, ABILITIES, AND SKILLS

Ability to perform daily work involving written or numerical data and to make arithmetic calculations rapidly and accurately. Ability to supervise. Ability to establish and maintain good working relationships with public and other Departments/Divisions.

Knowledge of the principles of management and accounting and application to the administration of governmental affairs. Knowledge of area of assignment, including

trends and concerns. Knowledge of research and report writing techniques. Knowledge of basic accounting principles and procedures. (Accounting Supervisor – pg 2 of 2)

Knowledge of accounts payable, accounts receivable or payroll as required by the job. Ability to balance books, read ledgers and computer printouts.

Ability to initiate and install administrative programs and procedures and to evaluate their effectiveness. Ability to communicate effectively both orally and in writing. Ability to establish effective working relationships.

MINIMUM QUALIFICATIONS

Possession of a 4 year degree in accounting, business administration, finance or closely related field. OR

Graduation from high school or possession of a GED and four (4) years of progressive responsible experience in accounting/bookkeeping or related field.

A comparable amount of education, training, and experience may be substituted for the minimum qualifications if the following conditions are met:

- the comparable experience, training and/or education has a direct relationship to the duties of the position

ADA REQUIREMENTS

Physical Demands: Sedentary work.

Environmental Demands: Inside work.

Mental Demands: Ability to read and comprehend technical and professional journals and manuals; financial reports, letters, memos, abstracts, instructions, legal documents, ordinances, and statutes. Ability to perform general mathematical functions. Ability to write reports, financial reports, memos, letters, instructions, and procedures. Ability to speak publicly; conversant in theory and practices of discipline; persuasive speaking. Ability to analyze data and develop conclusions. Ability to identify and resolve problems.