

ACCOUNTING SUPERVISOR, PRINCIPAL

KIND OF WORK

Highly difficult and responsible fiscal management and supervisory accounting work.

NATURE AND PURPOSE

An employee in this class serves as a section chief or top assistant to an accounting director or other high level fiscal management officer in a moderate or large size state department. In this capacity, the employee directs the activities of an accounting or fiscal management section consisting of several subsections or assists the supervisor with the supervision of a very large and complex accounting operation. This employee works closely with the chief fiscal officer in formulating fiscal policies and independently establishes new accounts in payroll procedures to accomplish the department's program. Considerable independence of action is granted the employee with work reviewed through reports and conferences.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Prepare and administer the department budget, confers with operating officials on projected needs, and devises methods of adjusting budgets so that agency programs may be carried on efficiently and effectively.

Provides technical accounting assistance and guidance to operational accounting units within a large or medium size agency so that operating procedures and staff skills will be upgraded on a continuing basis with resultant improvement in quality and reduction in cost.

Produces special accounting plans, reports, and analyses involving complex accounting methods and principles as a basis for decision making by the chief fiscal officer and the department head.

Constructs and maintains the department's accounting structure and cost accounting capabilities so that the department can conform to legislative intent, meet state and federal regulatory requirements, and provide the department with reporting capabilities.

Provides coordination and assistance in the revision of present systems and implementation of new systems and procedures that affect the fiscal division so that controls, services, and maximum utilization of available facilities may be maintained.

Assists in the coordination and on-going analysis and control of fiscal matters relevant to satellite institutions under departmental supervision.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Extensive knowledge of accounting principles and practices.

Thorough knowledge of the department's accounting structure.

Thorough knowledge of the state's appropriation, budgetary, and accounting systems.

Thorough knowledge of federal government accounting, auditing, and reporting requirements.

Considerable knowledge of statutes pertaining to an individual's agency.

Ability to:

Ability to plan, assign, and direct the work of a large number of professional and semi-professional accounting employees.

Ability to implement procedures to increase effectiveness and efficiency of employees.

Ability to carry out departmental objectives with limited and infrequent supervisory conferences.

Ability to prepare and interpret complex fiscal records and reports, recognize problems, and effect solutions.

Ability to relate accounting to overall functions of the department.

Ability to write and speak effectively.

Ability to establish and maintain effective working relationships with managers, public, and other employees.

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T.C.: 05/14/86  
Former Title(s): Accounting  
Officer, Principal