

ACCOUNTING SUPERVISOR

KIND OF WORK

Entry level professional accounting work.

NATURE AND PURPOSE

Employees in this class supervise semi-professional, bookkeeping and/or clerical employees engaged in the fiscal operation. Supervisory responsibility includes: assigning and controlling the flow of work, changing and/or modifying fiscal procedures, training employees, effectively recommending hiring and disciplinary actions, and conducting performance evaluations. Furthermore, employees in this class are responsible for performing professional accounting work either as the fiscal official of a small department, institution, or major division or serving as an assistant to a higher level accounting officer in a large fiscal operation. Work involves providing a wide range of accounting services to professional and managerial employees. A major allocation factor for this class is responsibility for assisting in the development and maintenance of broad fiscal programs. Employees at this level regularly perform complex fiscal analysis, prepare fiscal reports for management, and recommend alternative solutions to accounting problems. Supervision is received from a higher level accounting, business manager or other administrative employee.

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

Supervises semi-professional, bookkeeping, and/or clerical employees engaged in the fiscal operation.

Assists administrative employees developing budgets to ensure sufficient funds are available for operating needs.

Monitors cash flow to ensure minimum adequate operating balance.

Produces reports so that management has proper fiscal information.

Submits reports to federal and state agencies to ensure financial reporting requirements are met.

Analyzes and interprets fiscal reports so that information is available in useful form.

Instructs technicians and clerks in proper procedures to ensure smooth operation of accounting functions.

Investigates accounting problems so that adequate solutions may be developed.

Recommends and implements new procedures to ensure the efficient operation of the accounting section.

Interprets state laws and department policies to assure the legality of fiscal transactions.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

Knowledge of:

Considerable knowledge of accounting principles and practices.

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

Working knowledge of fiscal analysis methods.

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

Ability to:

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.

Est.: 04/81

Rev.:

TC:

Former Title(s):