

ACCOUNT CLERK SUPERVISOR

KIND OF WORK

Difficult bookkeeping and clerical work in the maintenance of financial records.

NATURE AND PURPOSE

Employees in this class supervise other bookkeeping and/or clerical personnel engaged in the bookkeeping operation. Supervisory responsibility includes: assigning and controlling flow of work, changing and/or modifying clerical or bookkeeping procedures, training employees, effectively recommending hiring and disciplinary actions and conducting performance evaluations. Employees in this class are responsible for keeping a set of financial records where the accounts are relatively complex or for assisting higher level accounting personnel where the accounts are complex and extensive. This class is differentiated from the Account Clerk level by the difficulty and complexity of the work, the employee's greater use of initiative and independent judgment, and the greater specialized training required.

Direction is received from higher level accounting personnel in the form of a review of work for accuracy and completeness. Employees prepare relatively simple reports, make preliminary analysis of financial conditions for use by other employees and implement minor procedural and transactional changes in the fiscal operation. As opposed to the class Accounting Technician, however, emphasis is on bookkeeping procedures and the smooth transaction of fiscal operations.

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

Assists Accounting Officers or Accounting Technicians in a major department in a specific segment of the fiscal operation.

Maintains the financial records of a moderate sized department according to established procedures and makes adjustments to the records as directed.

Prepares special analytical data for use by other accounting personnel in preparing budget requests or other reports.

Approves and processes travel, account, invoice and claim documents for payment.

Codes and records all receipts and disbursement of funds.

Reviews encumbrance or liquidation documents for accuracy and conformity with procedures and expedites financial transactions.

Assesses or inputs information to the statewide accounting system.

Posts deposits and all financial transactions.

Investigates errors or problems of the processing of fiscal transactions and recommends changes in procedures.

Issues purchase orders.

Supervises other bookkeeping and clerical employees.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Considerable knowledge of office procedures, methods and equipment.

Considerable knowledge of modern bookkeeping practices.

Working knowledge of the State's appropriation, budgeting, and accounting system.

Working knowledge of arithmetic and simple mathematics.

Ability to:

Ability to do detailed and repetitive work with speed and accuracy.

Ability to use a variety of office equipment.

Ability to establish effective working relationships with the public and other employees.

Ability to interpret bookkeeping records and documents and prepare information in some reform.

Ability to understand fiscal procedural and transactional practices.

Ability to supervise employees.

Est.: 4/8/81
Rev.:

TC:
Former Title(s):