

ACCOUNTING SUPERVISOR, INTERMEDIATE

KIND OF WORK

Professional accounting work.

NATURE AND PURPOSE

Employees in this class supervise a group of professional, semi-professional, and clerical staff engaged in the fiscal operation. Supervisory responsibility includes: assigning and controlling 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 a variety of complex accounting functions. At this level, employees are expected to have a thorough knowledge of the agency's accounting system, ability to function with only moderate supervision, and demonstrated ability to handle complex accounting assignments. Work is subject to occasional review with emphasis on adherence to policy (versus review of accounting information for accuracy).

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

Supervises a group of professional, semi-professional, and clerical employees engaged in the fiscal operation.

Maintains inventory of the agency's equipment so that information is available for financial reporting.

Serves as accounting section supervisor for a moderate or large state department so that the accounting functions are properly performed.

Supervises a specialized unit of a large accounting section to ensure that proper procedures and policies are established and maintained.

Directs and supervises auxiliary enterprise operations so that services are used effectively.

Supervises agency's purchasing so that all purchases are made within the state and agency requirements.

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 the information is available in useful form.

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

Investigates difficult accounting problems so that adequate solutions may be developed.

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

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

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Considerable knowledge of department's accounting structure.

Considerable knowledge of accounting principles and practices.

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

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

Ability to:

Ability to prepare and interpret complex fiscal reports and records, 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.: 10/09

TC:
Former Title(s):