ACCOUNTING TECHNICIAN SUPERVISOR, SENIOR

KIND OF WORK

Difficult semi-professional accounting work.

NATURE AND PURPOSE

Employees in this class supervise lower level semi-professional, bookkeeping, and/or clerical personnel engaged in the fiscal operation. Supervisory responsibility includes: assigning and controlling flow of work, changing and/or modifying bookkeeping procedures, training employees, effectively recommending hiring and disciplinary actions, and conducting performance evaluations. Employees perform varied and difficult semi-professional accounting work within an established accounting system. Work involves maintaining a complex set of accounts and working with higher management outside of the accounting unit in planning and controlling expenditures of department funds in a smaller agency or serving as an assistant to a higher level accounting personnel or business manager in a larger department in a major functional area.

A major allocation factor for this class is the responsibility for working with higher level employees in providing technical fiscal advice and service to functional activities. This class is differentiated from the Accounting Technician level by the difficulty and complexity of work, considerably greater fiscal analysis, evaluation and planning responsibilities and independence of action. Supervision is received from higher level management or accounting personnel.

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

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

Assists the chief accounting officer in the preparation of all budgets to ensure continuity in financial operations.

Prepares and assembles the biennial budget and coordinates all accounting functions for a small department according to overall plan of department head and needs expressed by activity managers.

Maintains cost coding and allocation system for a major department to serve as a basis for reimbursement.
Provides accounting and budgetary controls for federal, state and private grants including reconciling bank statements and the preparation of reports on the status of the budget and accounts.

Evaluates the spending progress of budget activities, ensures that budgetary limits are not exceeded and recommends or effects changes in spending plans.

Provides technical services to divisions of an agency in the supervision of deposits, accounts payable, procurement, and other business management areas.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Extensive knowledge of bookkeeping procedures and the ability to apply them to accounting transactions.

Considerable knowledge of the state's appropriation, budgeting, and accounting system.

Working knowledge of accounting and public financial administration.

Considerable knowledge of arithmetic and simple mathematics.

Some knowledge of federal grant accounting and auditing and reporting requirements.

Ability to:

The ability to use a variety of office equipment.

Ability to write and speak effectively.

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

Est.: 4/8/81
Rev.: 
TC: 
Former Title(s): 