

ACCOUNTING SUPERVISOR, SENIOR

KIND OF WORK

Difficult and responsible fiscal management and supervisory accounting work.

NATURE AND PURPOSE

Employees in this class supervise the complex accounting system of a state agency, the maintenance of a large and complex system of accounts as a section chief in the finance division of a large department, large state-federal or state-county accounts, a major statewide accounting function in the Department of Finance, or the accounting division of a large state institution. Supervisory responsibility includes either effectively recommending or hiring, directing, disciplining, performance evaluation, assigning the duties, and training accounting professional, technical and clerical staff. This responsibility extends to the development of policies as well as procedures for the fiscal operation.

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

Supervises the agency's professional, technical and clerical accounting staff.

Provides regular budget review so that program managers have adequate funds to be effective.

Conducts financial analysis for economical and equitable distribution or redistribution of agency's resources.

Prepares and long and short range program recommendations for fiscal action so that the agency's policies are consistent.

Plans and directs the computerization of systems applied to fiscal services to ensure efficient operation.

Develops and defines accounting office procedures to ensure the efficient delivery of fiscal services.

Reviews and analyzes costs accounting computer output to ensure proper documentation of projected cost as required by federal policy and procedures.

Prepares and supervises the preparation of federal budgets and grant requests, financial plans, and expenditure reports so they accurately reflect needs and intent of the agency.

Develops accounting and documentation procedures for county welfare departments so the state and federal auditing and reporting requirements are met.

Establishes and maintains a financial reporting system for all federal and other non-state funding sources so that all fiscal reporting requirements are adhered to on a timely and accurate basis.

Assists grantee agencies in proper reporting procedures under federal grant programs so that requirements for reimbursement may be made on a timely basis.

Determines the statewide indirect costs so that all state agencies are allocated their proportionate share of indirect costs.

Supervises the review and processing of all encumbrance documents submitted to the Department of Finance so that necessary accounting information is reported accurately and promptly in the accounting system.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of the department's accounting structure.

Thorough knowledge of accounting principles and practices.

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

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

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

Ability to:

Ability to supervise professional, technical and clerical accounting support staff.

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, the public, and other employees.

Est.: 04/81

Rev.:

Former Title(s):

TC: