

ACCOUNTING SUPERVISOR

NATURE OF WORK

This is responsible accounting work monitoring, coordinating and participating in the accounting operations of a department, and/or City-wide payroll system, and/or for the supervision of subordinates involved in accounting procedures.

Work involves responsibility for the review, supervision and participation in the day-to-day accounting operations of a department; developing procedures to monitor data for various reports and to improve operations; and assisting in the resolution of budgeting and accounting problems. May also assist the City Payroll Supervisor in monitoring the City-wide payroll system. General supervision is received from an administrative superior with work being reviewed in the form of written reports and results achieved. Supervision may be exercised over subordinate accounting staff.

EXAMPLES OF WORK PERFORMED

Supervises subordinate accounting staff; trains personnel in procedures used; assigns, monitors and evaluates work of subordinate accounting staff.

Assists in developing and monitoring departmental budget preparation; monitors accounts to keep within spending guidelines.

Assists in the monitoring and application of the City-wide payroll system.

Processes requisitions, payment vouchers, and inter-departmental charges to maintain the operation of the department as budgeted.

Reviews and processes payroll data and distributes pay warrants.

Prepares a variety of financial reports; interprets information on reports.

Reviews departmental accounting procedures and makes or recommends modifications.

Monitors and maintains records of federal grant funds allocated to the department; monitors to ensure compliance with federal regulations.

Maintains an updated inventory of department property according to policy and procedures.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of accounting principles and procedures.

Considerable knowledge of basic municipal accounting procedures.

Considerable knowledge of organizational policies and procedures.

Knowledge of automated financial systems and their applications to governmental accounting.

Knowledge of an automated payroll system.

Ability to maintain a variety of accounting records and reports.

Ability to coordinate, assign and supervise the work of accounting subordinates.

Ability to apply para-professional accounting principles to the maintenance of fiscal and accounting records.

Ability to perform detailed work involving written or numerical data, and to make arithmetic calculations rapidly and accurately.

Ability to develop modifications and improvements in existing account maintenance procedures.

Ability to establish and maintain effective working relationships with municipal officials, co-workers, vendors, and the general public.

Ability to communicate effectively both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent supplemented by college level course work in accounting, business or public administration, or related field with experience maintaining fiscal records plus some experience in a responsible supervisory, payroll, or office management position.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent including or supplemented by courses in bookkeeping and general commercial subjects; and considerable experience in bookkeeping and related clerical work or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

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