

ACCOUNTING CLERICAL SUPERVISOR

DEFINITION

Under general direction, coordinates, supervises and participates in the work of an accounting clerical unit performing varied accounting work or a specialized accounting function, responsible for account and statistical record-keeping activities in a manual or automated environment; and performs other work as required.

DISTINGUISHING CHARACTERISTICS

Positions in this class supervise specialized accounting units, accounting clerical positions, or a large accounting clerical staff performing a variety of accounting clerical work of moderate complexity. Incumbents may also perform complex technical accounting assignments.

This class is distinguished from the lower level of Accounting Technician in that the latter maintains general bookkeeping records and is not responsible for coordinating and supervising accounting units or accounting clerical positions.

EXAMPLES OF DUTIES

1. Plans, assigns and reviews the work of a unit of employees performing fiscal and statistical record-keeping activities in a manual or automated environment.
2. Selects, trains, evaluates and disciplines subordinate staff; schedules and monitors workload to ensure completion within established regulations, procedures and timelines.
3. Provides technical guidance and expertise to departmental accounting staff; makes decisions on difficult accounting clerical problems.
4. Coordinates and evaluates the development and maintenance of accounting systems for specialized accounting functions; makes recommendations and directs the implementation of new/revised systems and procedures.
5. Performs the more difficult and responsible duties assigned to the section, conducts special studies and relieves staff of assigned duties as needed; handles difficult situations with the public and explains regulatory and procedural guidelines.
6. Operates and oversees the operation of automated systems, which require interpretation of requirements and assists in the layout and formatting of fields, screens and reports utilized in database and spreadsheet software.
7. Advises and confers with management staff regarding accounting section activities.
8. Reviews and approves staff reports; composes reports and responses to inquiries from outside agencies.

QUALIFICATIONS

A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

Knowledge and Skills:

Accounting Clerical Supervisor

Thorough knowledge of:

1. Principles and practices of bookkeeping to include account adjustments, account reconciliations and fund transfers
2. Principles and procedures used to process intercept funds and manage contingency funds monies.

Working knowledge of:

1. English grammar, vocabulary, spelling and punctuation
2. Supervisory and staff development techniques and practices
3. Computer terminology, computer keyboard arrangement, use of automated systems in an office environment and spreadsheet software
4. Basic cost and budgetary accounting practices and financial record keeping procedures.

Skill and Ability to:

1. Learn the laws, regulations, policies, typical procedures and process, common documents and terminology related to the department to which assigned
2. Select, train, supervise, evaluate and discipline subordinate staff
3. Understand and apply regulatory accounting practices and procedural guidelines to a variety of situations, and communicate that information to the public and County employees
4. Develop and adapt work procedures and record keeping systems to meet changing needs
5. Communicate effectively orally and in writing; provide excellent customer service; develop and maintain cooperative work relationships
6. Perform very complex account and statistical record keeping tasks involving independent judgment and initiative
7. Make arithmetical computations quickly and accurately prepare financial summaries and maintain ledgers and journals
8. Operate computer and spreadsheet software.

EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING

The knowledge, skills and abilities listed above may be acquired through various types of experience, education or training, typically:

Experience:

Two years of experience performing advanced journey or lead worker level accounting duties performing increasingly complex accounting and bookkeeping functions.

Accounting Clerical Supervisor

CLASS HISTORY

Class Code: 80J20
Established Date: January, 1992
Revised/Retitle Date: May, 2001
Former Title: Family Support Accounting Supervisor

CLASS DATA

Job Group: 17
EEO Category: OC
Work Comp. Code: 8810
Bargaining/Employee Unit: F
FLSA: E
MOCO OT: N

Prepared by:

Approved by:

County Administrative Office

Date