

ACCOUNTING SUPERVISOR - 2013

General Definition of Work:

Performs difficult professional work supervising and participating in the operation of financial activities; does related work as required. Work is performed under the general supervision of the Assistant Finance Director. Supervision is exercised over subordinate personnel.

Essential Functions/Typical Tasks:

Supervising, coordinating and overseeing assigned Finance Department operations and activities; maintaining records and files; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Supervises daily operations including accounting, accounts payable, accounts receivable and payroll.
- Provides other supervisory duties such as instructing, assigning and reviewing work, planning, delegating, coordinating activities, acting on employee problems, terminations, promotions and salary increases.
- Assists in the selection of new employees, employee evaluation and discipline procedures.
- Prepares audit schedules and assists in the preparation of the Comprehensive Annual Financial Report.
- Maintains reconciliation on a variety of expense and receivable accounts.
- Prepares, maintains and updates County levy.
- Conducts financial analyses of revenues/expenditures of capital projects, special revenue project, schools capital outlay allocation, building fund and School Bond funds.
- Prepares and maintains a variety of financial reports.
- Reconciles daily vehicle postings, collections and ambulance receivable.
- Codes miscellaneous Utility Fund invoices.
- Supervises reconciliation of day care, foster care and adoption assistance funds.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Thorough knowledge of the theory, principles, methods and practices of accounting; knowledge of the laws, ordinances and regulations governing County financial matters and loan programs; thorough knowledge of modern office methods, practices and equipment; ability to prepare, analyze and evaluate complex financial systems; ability to plan and supervise the work of subordinates; ability to establish and maintain effective working relationships with associates; ability to express technical ideas effectively both orally and in writing.

Education and Experience:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in accounting and considerable experience in accounting and financial reporting.

Physical Requirements:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Requirements:

CPA and LGFO certifications preferred.