



CLASSIFICATION NO: 660

Established: 1/21

Revised and Retitled: 1/22

FLSA: Exempt

EEO: 2

ACCOUNTING SUPERVISOR

CLASS CHARACTERISTICS

Under general direction, to train, schedule, and supervise accounting staff and support personnel; to oversee and perform a variety of daily accounting tasks; to ensure accounting tasks and activities are completed or progressing; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Department of Finance, through its Finance Division, provides financial administration of the County's governmental operations. Areas of responsibility include budgeting, payroll, general accounting including accounts payable and receivable, grants administration, debt management, cost allocation, financial reporting, coordination of the annual financial audit, and procurement.

The Accounting Supervisor reports to the Accounting Manager and is responsible for the supervision of daily activities for the Accounts Payable and/or Accounts Receivable sections within the Department of Finance.

The Accounting Supervisor differs from the Accounting Manager which has broad County-wide responsibilities for the daily operations of accounting services related to the financial administration of the County's governmental operations, including the general ledger. It also differs from the Administrative Services Supervisor which is responsible for performing and coordinating a variety of administrative functions, such as budgeting, grant and contract administration, purchasing, and other general office administrative functions.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Provides day-to-day supervision of accounts receivable and/or accounts payable activities; plans, prioritizes assigns, supervises, and reviews work of accounting staff; establishes work schedules; prepares performance evaluations; recommends progressive discipline; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments.
2. Ensures timely payments of vendor invoices and expense vouchers, maintains accurate records and control reports; reviews and approves transactions for posting to the general ledger including journal entries, transfers, billing/interfunds, and cash receipts; ensures timely and accurate annual tax reporting; advises staff on appropriate transactions, corrections, and supporting documentation.

3. Provides general ledger support, prepares or review monthly reconciliations; monitors workflows, deadlines and customer feedback; advises on appropriate course of action; assists management with monthly or year-end closing of the books.
4. Assists in the implementation of goals and objectives; establishes schedules and methods for providing accounting services; suggests improvements to accounting processes and contributes to the development of policies and procedures; prepares various reports on operations and activities.
5. Works with County departments/divisions to resolve complex accounting issues or complaints from the public or employees; responds to requests for accounting information from other departments or the public.
6. Works with Financial System Support to ensure accounting systems are running optimally; participates in system development plans, implementation, and user testing; ensures annual tax updates are properly applied; requests new reports or functionality as needed and assists/monitors the development of those requests.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Policies, procedures, principles and practices related to financial systems and electronic workflows; methods and practices of financial recordkeeping; applicable federal, state and local statutes, best practices, rules and regulations applicable to governmental budget and accounting; governmental accounting, GASB and GFOA best practices; financial terminology; basic math; software applications for financial systems; principles and practice of effective management and supervision; modern office practices, procedures, methods, and equipment.

Skill to: Effectively supervise, coach, train and evaluate personnel; exercising sound independent judgment within established procedural guidelines; interpret and apply the principles, laws, and procedures involved in financial recordkeeping and accounting functions; prepare financial reports and maintain ledgers and journals; reconcile differences within the recordkeeping system; understand the recordkeeping system and the relationship among accounting records and documents; provide customer service by effectively meeting and interacting with the public, coworkers and personnel of other departments in a courteous, professional manner; establish and maintain effective working relationships with department, County and other personnel; communicate effectively, both orally and in writing; operate computer software and other office equipment.

WORKING CONDITIONS

Duties are typically performed in an office environment, sitting for long periods of time, intense attentiveness and computer operation for prolonged periods, typing, and other common sedentary activities.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of six (6) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass a criminal history check which may include national or state fingerprint records check.