



JULY 2009
FLSA: NON-EXEMPT

ACCOUNTING SUPERVISOR

DEFINITION

Under general direction, plans, directs, supervises, and participates in the daily operations and activities of a variety of accounting functions in the Business Services Department, including performing complex accounting, reporting, accounts receivable, accounts payable, budget monitoring, customer service, and other related accounting work; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Fiscal Affairs. Exercises direct and general supervision over assigned staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the paraprofessional accounting series that exercises independent judgment on diverse and specialized accounting functions and has significant accountability and ongoing decision-making responsibilities associated with the work. The incumbent organizes and oversees day-to-day financial processing, reporting, and record-keeping activities. Responsibilities include oversight of paraprofessional accounting staff performing accounts receivable, accounts payable, cash transactions, reconciliation, and financial report preparation activities. This class is distinguished from the Director of Fiscal Affairs in that the latter has full management authority in planning, organizing, and directing the full scope of professional fiscal and accounting operations within the department.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of technical accounting and office support staff in the Business Services Department; trains staff in work procedures; provides policy guidance and interpretation to staff; evaluates employee performance and works with employees to correct deficiencies; recommends and implements disciplinary procedures; assists in selection and promotion.
- Monitors activities of the assigned work unit; recommends improvements and modifications and prepares various reports on operations and activities, including workload and workflow statistics.
- Recommends and implements goals, objectives, policies, and procedures, and changes to applicable District codes; establishes schedules and methods for assigned accounting functions.
- Determines and recommends staffing needs for assigned activities and projects; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.

- Responds to inquiries from other accounting and finance staff, other departments, students, and vendors regarding assigned accounting functions; investigates complaints and sensitive or confrontational issues; recommends corrective actions to resolve issues.
- Assists students with outstanding fees and financial aid issues.
- Requests and issues financial aid, scholarship, and refund checks; maintains related records in various accounting and financial computer software application systems.
- Monitors and coordinates the preparation, balancing, and reconciliation of journals, ledgers, and other accounting records; prepares or directs the preparation of records and reports for submission to various regulatory and other governmental agencies.
- Performs responsible accounting, financial and/or budgetary document processing, document review, and program support work.
- Establishes and maintains internal control procedures and ensures that accounting standards are met.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, and other materials.
- Supervises the maintenance of and audits records of cash disbursements and receipts.
- Maintains operational and accounting records; oversees the proper and timely destruction of records.
- Monitors changes in laws, regulations, and technology that may affect operations of the assigned work unit; implements policy and procedural changes after approval.
- Performs duties of technical subordinate staff as required.
- Plans, coordinates, and carries out special projects as assigned by departmental managers.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Basic principles and practices of budget development, administration, and accountability.
- General principles and practices of public agency accounting, including general and governmental accounting, auditing, and reporting functions.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and computer applications related to work, including word processing, database, and spreadsheet software.
- Principles and practices of data collection and report preparation.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, various socio-economic and ethnic groups.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, select, train, motivate, and evaluate the work of staff.
- Plan, organize, administer, coordinate, review, evaluate, and personally participate in comprehensive accounting functions.
- Prepare and maintain clear and accurate financial reports, correspondence, policies, procedures, and other written materials.

- Analyze complex accounting and/or fiscal issues and recommend resolutions.
- Verify the accuracy of financial data and information.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Present complex information orally and in writing in an easy-to-understand way for employees, students, and others contacted in the course of work.
- Analyze situations and identify pertinent problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance, business or public administration, or a closely related field, and five (5) years of experience in responsible technical and paraprofessional accounting work, including one (1) year of supervisory experience, preferably in a college or public agency setting; or five (5) years of experience coordinating the daily accounting operations of a small office. Additional related experience can be substituted for the required experience on a year-for-year basis up to a maximum of two (2) years.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.