

ACCOUNTING TECHNICIAN SUPERVISOR

NATURE OF WORK IN THIS CLASS:

This is supervisory and complex bookkeeping and financial reporting work with responsibility for all bookkeeping functions of a department/agency.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Supervises the daily bookkeeping activities of a department/agency.

Supervises and participates in the preparation of financial status reports, revenue reports and other financial statements; makes analysis of projects in contracts and grants for over expenditures and cost share reports; submits periodic report to federal government in accordance with reporting guidelines and requirements.

Exercises judgment in relating accounting regulations and bookkeeping principles to day-to-day transactions performed by others in preparing and interpreting financial reports and in making transfers of funds between accounts.

Administers and implements statutory requirements relative to accounting for federal grant-in-aid and/or local funding.

Devises or recommends and administers changes in accounting procedures, forms and other internal control measures.

May prepare budget request for the department/agency.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of bookkeeping principles and practices.

Ability to supervise the work of others.

Ability to interpret and apply laws, regulations, policies, procedures, and related accounting guidelines and requirements.

Ability to make decisions in accordance with program guidelines.

Ability to make arithmetic computations with speed and accuracy.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

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Ability to maintain records and prepare reports.

Skill in the operation of calculators and similar office equipment.

MINIMUM EXPERIENCE AND TRAINING:

(A) Four years of experience in bookkeeping work and graduation from high school, including or supplemented by a two-semester course in bookkeeping; or

(B) Three years of experience in bookkeeping work and completion of a bookkeeping diploma program (48 quarter hours) from a recognized business college; or

(C) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY 1980



DAVID R. FLORES, Executive Director
Civil Service Commission