

**GENERAL ACCOUNTING SUPERVISOR****NATURE OF WORK IN THIS CLASS:**

This is complex supervisory and professional accounting and fiscal management work.

Employees in this class serve as department/agency accounting and fiscal officer responsible for accounting, budget administration, and related fiscal functions; or assist the department/agency fiscal officer in directing the fiscal operations of a large department or agency.

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

Supervises the accounting, budget and related fiscal activities of the department/agency.

Reviews, analyzes and interprets fiscal reports, statements, and analysis; determines the validity and utility of financial records; appraises the adequacy of internal controls and the quality of, accounting procedures; develops and implements new accounting techniques and establishes or modifies existing systems and procedures to provide management with data necessary for policy and program planning.

Participates in policy and program planning; provides advice in regard to projected costs, reasonable program levels, trends, revenue and expenditure estimates, and possible funding problems and solutions.

Establishes procedures and guidelines in the formulation and administration of the budget, for billing and collection activities, and other related fiscal functions.

Performs related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of the principles and practices of accounting.

Knowledge of the principles and practices of management.

Knowledge of electronic data programming, equipment and systems analysis.

Ability to supervise accounting, budget and related fiscal functions.

Ability to make decisions in accordance with program guidelines and requirements.

**GENERAL ACCOUNTING SUPERVISOR**

Page 2

Ability to interpret and apply pertinent laws, rules and regulations and other guidelines.

Ability to analyze and interpret fiscal data and give advice regarding projected costs, reasonable program levels, trends, revenue and expenditure estimates, and possible funding problems and solutions.

Ability to design complex accounting systems and prepare complex financial records and statements.

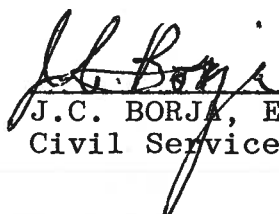
Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

**MINIMUM EXPERIENCE AND TRAINING:**

- A) Two years of experience as an Accountant II or equivalent work and graduation from a recognized college or university with a Bachelor's degree in accounting or related field, including or supplemented by 24 semester credit hours of accounting/auditing subjects; or
- B) Two years of experience as an Accountant II or equivalent work and possession of a certificate as a Certified Public Accountant obtained through written examination in a state, territory or the District of Columbia indicating the certificate number, date, place of issuance, and whether the certificate was obtained through written examination; or
- C) Four years of experience as an Accountant II or equivalent work and graduation from a recognized college or university with an Associate's degree in Accounting or related field, including or supplemented by 24 semester credit hours of accounting/auditing subjects.

**ESTABLISHED: JULY, 1980****AMENDED: DECEMBER, 1986**

  
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J.C. BORJA, Executive Director  
Civil Service Commission