

ACCOUNTING TECHNICIAN, SUPERVISOR

KIND OF WORK

Semi-professional accounting work.

NATURE AND PURPOSE

Employees in this class regularly exercise initiative and independent judgment and supervise bookkeeping and/or clerical employees engaged in the fiscal operation. Supervisory responsibility includes: assigning and controlling flow of work, changing and/or modifying bookkeeping procedures, training employees, effectively recommending hiring and disciplinary actions, and conducting performance evaluations. Employees further are responsible for performing semi-professional accounting work within an established accounting system. Work involves responsibility for maintaining accounting records on a major set of accounts, pre-audit of transactions in a major activity or the responsibility for cash receipts in a major facility. An employee in this class is responsible for classifying transactions, substantiating source documents, balancing accounts, and preparing reports as prescribed.

A major factor for allocation of positions in this class is a responsibility for recognizing errors or problems in the fiscal transactions of an agency and recommending alternative solutions for consideration by other staff. This level is differentiated from the Account Clerk, Senior class by the semi-professional accounting work, less emphasis on transactional matters, and greater responsibility for the analysis and preparation of accounting records and reports. Supervision is received from higher level accounting personnel or business manager.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Supervises bookkeeping and/or clerical employees engaged in the fiscal operation.

Controls expenditures so they do not exceed budget totals and prepares allotment requests in the agency's budgetary accounts.

Processes encumbrance changes of expenditures authorization and adjusts budget as necessary and desired.

Reconciles department accounting records with the Statewide Accounting System records/documents so that funds may be appropriated, allotted, encumbered and transferred.

Authorizes reimbursement for goods and services received by a major department.

Develops and maintains a system of accounts receivable including issuance of guidelines for participants and the preparation of state and federal reports.

Provides daily accounting on loans receivable or financial aids for a major college.

Audits cost vendor statements for conformity with departmental guidelines.

Reconciles the payroll disbursements by payroll period for a major organization and prepares spending reports by AID.

Supervises cash accounting unit and prepares reports on receipts and deposits.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of bookkeeping procedures and the ability to apply them to accounting transactions.

Considerable knowledge of the state's appropriation, budget and accounting system.

Some knowledge of accounting and public financial administration.

Considerable knowledge of arithmetic and simple mathematics.

Ability to:

The ability to use a variety of office equipment.

The ability to analyze financial records and reports, locate errors and recommend solution to procedural or other problems.

The ability to establish effective working relationships with the public and supervise employees.

Est.: 04/81

Rev.:

Former Title(s):

TC: