

ACCOUNTING SUPERVISOR

Job Code	Pay Grade
18812	CL14

Nature of Work

This is advanced accounting work supervising department, division, or section accounting processes supporting significant accounting operations and functions. An incumbent in this classification serves as a section or lead supervisor in the office's programming efforts to coordinate operations with designated information technology department officials in completing difficult accounting duties as well as supervises subordinate employees. Duties are performed with general supervision and considerable independence with the more complex analyses, technical policy or procedural questions being referred to an administrative superior for resolution. The incumbent reports to a senior manager, senior supervisor or designee.

Minimum Qualifications Requirements

- 5 years experience in accounting, bookkeeping, fiscal affairs, or purchasing work that includes supervisory training or experience; or
- Associate's degree (or 2 years of other related college level education) in a related field of education plus 3 years experience in accounting, bookkeeping, fiscal affairs, or purchasing work that includes supervisory training or experience; or
- Bachelor's degree in accounting, business administration, or other related field plus 1 year experience in accounting, bookkeeping, fiscal affairs, or purchasing that includes supervisory training or experience; or
- Master's degree in accounting, business administration, or other related field; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Plans, supervises, assigns, monitors, and reviews subordinate workload to assure goals are met.
- Supervises and trains accounting and clerical staff in the technical matters and program requirements to ensure effective accounting processes and disbursements of funds to and from governmental agencies and other customers.
- Assists to recruit new personnel and conducts performance reviews, disciplinary actions, and other supervisory duties.
- Assists in the formulation, preparation, and revision of written departmental procedures and policies.
- Supervises the daily balancing of transactions received from cashiers, daily projection of investment accounts; posting and reconciling of accounts; verification and preparation of jury/witness payrolls, bank account reconciliations, medical billing/operations account reporting or other special tasks and reports.
- Supports the automation of office systems, procedures, programs and equipment; coordinates with other departments regarding software, hardware, application needs; coordinates installation and operation of same.
- Performs data processing related duties including using available statistical or accounting packages or programs, encoding data, data entry and retrieval, report generation and performs routine computer terminal operations.
- Assists in analyzing changes and additions to computer programs and auditing same.
- Assesses, plans, and evaluates external and internal controls applicable to procedures plus recommends and implements improvements to achieve more efficient and effective operations.
- Researches and analyzes accounting and related information to resolve issues or problems in managing account funds in a wide variety of county departments and agencies; for example, utility, medical, tax, contracts, purchasing, construction, and other unique accounting operations/programs.
- Performs related work as assigned or required.

ACCOUNTING SUPERVISOR (continued)

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Knowledge, Skills, and Abilities

- Knowledge of basic computer applications, principles, procedures, and equipment.
- Knowledge of financial records and governmental accounting principles in the area of assignment.
- Knowledge of highly specialized federal, state, and industry related accounting policies, practices, and procedures.
- Knowledge of modern office practices, procedures and equipment.
- Ability to analyze accounting reports/information, perform computations, determine amounts due, interact with parties responsible for financial obligations, as well as prepare financial documents and correspondence.
- Ability to analyze transactions and reports to make appropriate entries and corrections.
- Ability to apply computer applications and programs.
- Ability to effectively utilize spreadsheet and word processing software.
- Ability to make and apply decisions in accordance with laws, regulations, and procedures.
- Ability to make administrative determinations and accounting calculations quickly and accurately.
- Ability to make finance and accounting decisions in accordance with applicable laws, rules, and regulations.
- Ability to perform complex and detailed work involving both written and accounting information and data.
- Ability to plan and supervise the work of subordinate technical and clerical staff.
- Ability to plan, assign, review, and evaluate the work of department personnel, as well as to establish and maintain effective working relationships with superiors, employees, and others.

For official use only

Revised	EEOC Code	Overtime Code
12/10	Administrative Support	Classified/Excluded