

ACCOUNTING SUPERVISOR II

DISTINGUISHING FEATURES OF THE CLASS:

This is professional accounting and supervisory work involving responsibility for the development, maintenance and auditing of accounting systems in the Department of Community and Family Services. An employee in this class is required to be familiar with government accounting, budgeting and reporting. The class differs from Accounting Supervisor I by virtue of more complex duties and larger scope of responsibility. The work is performed under the general supervision of the Director of Budget and Finance permitting considerable leeway for the exercise of independent judgment. Supervision is exercised over a number of employees in the Accounting Division in the Department of Community and Family Services.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Supervises the keeping of accounts, control funds and other financial and statistical data for the Department of Community and Family Services;
2. Initiates and forwards claims for State and Federal reimbursement;
3. Receives money for the Department, issues receipts and sets up and maintains records;
4. Approves and verifies disbursements authorized by department staff;
5. Supervises the preparation, prepares and presents for collection claims for insurance or other liquidation of assets assigned to the County by clients and keeps records thereof;
6. Supervises the receipt of and receives assets assigned to the County and maintains record of assets;
7. Makes reports; corresponds with clients, the State and Federal government and others regarding financial and accounting matters;
8. May assist in preparation of annual budget;
9. Prepares periodic financial reports;
10. May prepare periodic audits and audit reports of accounting records maintained by others;
11. Performs difficult or unusual tasks as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of local and state laws and regulations which affect local social service activities; thorough knowledge of accepted accounting principles and techniques and ability to apply these in the performance of duties; ability to plan and direct the work of others and accept responsibility for their performance; ability to teach and impart knowledge, information and skills; ability to organize efficiently elements of a varied job; ability to communicate effectively both orally and in writing; ability to write reports; ability to follow oral and written directions; tact and courtesy; initiative; resourcefulness and power of observation; physical condition commensurate with the demands of the position.

