



JOB DESCRIPTION

JOB TITLE: Accounting Operations Supervisor

JOB CODE: 1040

DEPARTMENT: Administrative Services/Comptroller

FLSA STATUS: Exempt

REPORTS TO: Director of Administrative Services/Comptroller

SUMMARY OF JOB PURPOSE

Plans, organizes, and supervises activities of clerical accounting staff in maintaining accounting and statistical records; summarizes and balances General Ledger; supervises generation of County payroll; communicates with County management and staff regarding fiscal and compliance matters.

ESSENTIAL FUNCTIONS

1. Supervises and directs the daily activities of Accounts Payable and Payroll staff; prioritizes and reviews the work to assure the work quality and the timely accomplishment of assigned duties and responsibilities; counsels employees concerning performance improvements/development, coaches and instructs employees, provides training and coordinates other training programs for staff; assists with the hiring, promoting of staff, and preparing of performance evaluations.
2. Prepares or reviews staff-prepared reconciliations of general ledger accounts and activities, such as: Suspense, Cash Trust, Deferred Revenue, Transfers, Self Insurance and Building Permits. Reviews correcting journal entries for proper accounting treatment of reconciling items. On a monthly basis, balances general ledger cash accounts to the CORE revenue-receiving software report generated by the Treasurer's Office.
3. Monitors monthly financial reports for accuracy, completeness, and compliance with Federal, State, and County policies and practices. Maintains NWS user database for general ledger accounts, claims database, and Bank of America WORKS procurement card database. Organizes financial records and associated filing systems, as well as records retention for the Comptroller's Office.
4. Responds to requests for information; reviews, investigates, and corrects errors in financial documents. Oversees month-end and assists with year-end close of financial reporting system.
5. Reviews purchase order requisitions from other County departments for capital outlay items; supervises the preparation of purchase orders; balances outstanding purchase orders at year-end against encumbrance listing. Prepares various financial schedules and reports for the use of the external auditors during the annual audit.
6. Distributes bi-weekly County payroll along with various payroll queries and reports; acts as backup for the Payroll Administrator during absences; may assist in the preparation of various payroll reports such as the monthly State PERS report.
7. Collects financial and administrative information and compiles data for reports; communicate with County management and other staff regarding the timeliness, accuracy and implications of financial records and data.
8. Assists the Comptroller in special projects as needed.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



JOB DESCRIPTION

Accounting Operations Supervisor

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's Degree, or equivalent, in Accounting, Finance, or other closely related field, and a minimum of three (3) years progressively responsible technical accounting or auditing experience, preferably in public accounting with lead responsibility.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; speak effectively before groups of managers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; compute rate, ratio, and percent; draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of Generally Accepted Accounting Principles related to Public Sector finance; applicable State and Federal statutes, rules, codes and regulations; principles of record keeping and records management; familiarity with financial software; beginning to intermediate proficiency level utilizing Microsoft Office applications including Excel, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required; familiarity with County policies and procedures.

Ability to assign and prioritize multiple tasks, projects and demands; correct and update financial information records; perform mathematical calculations; demonstrate effective interpersonal relationships in bringing people together to solve problems.

Skills in interpreting and applying accounting standards and procedures, applicable Federal rules and regulations, and County policies and procedures; setting priorities, planning, assigning, training and supervising the work of others; effective verbal and written communication; establishing and maintaining effective working relations with co-workers and those contacted in the course of work.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



JOB DESCRIPTION

Accounting Operations Supervisor

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may work under stress of deadlines.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.