

**ACCOUNT CLERK SUPERVISOR**

DEFINITION

To plan, organize and supervise technical accounting and bookkeeping activities for an assigned department or division; to perform a variety of technical accounting work.

DISTINGUISHING CHARACTERISTICS

The Account Clerk Supervisor is a first-line supervisory classification in the Account Clerk series. Account Clerk Supervisor differs from Account Clerk III or Accounting Technician in that the latter classifications are responsible for performing moderate to complex clerical and technical accounting assignments and may provide lead direction to lower level account clerks.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned department head or designee; exercises direct supervision over technical and clerical accounting staff.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Plans, organizes, supervises and participates in a variety of routine to complex accounting and bookkeeping duties in support of the assigned department's functions and specific accounting system, ensuring compliance with all applicable laws, regulations, and County policies and procedures.

Assists supervisor in maintaining effective accounting control in daily financial / fiscal activities.

Recommends and assists in the implementation of department goals and objectives; establishes schedules and methods for clerical accounting work; implements policies and procedures; updates procedure manuals as needed.

Plans, prioritizes, assigns, supervises and reviews the work of staff involved in technical and clerical accounting work.

Participates in the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.

Evaluates operations and activities in assigned area of responsibility; recommends improvements and modifications.

Records and checks financial transactions.

Account Clerk Supervisor  
Rev. - 03/12/06  
Rev. - 02/11/07  
Rev. - 07/01/07  
Rev. - 01/13/08  
Rev. - 07/13/08  
Rev. - 07/01/11

M.O. #6-3/21/06  
M.O. #22-2/6/07  
M.O. #22-2/6/07  
M.O. #22-2/6/07  
M.O. #22-2/6/07  
M.O. #11-7/5/11

Audits accounting records and reports for accuracy, completeness and compliance with policies and procedures as required.

Prepares financial and statistical reports for federal, state and local agencies on the status of applicable revenues and expenditures, which may include accounts receivable and payable, tax rolls and various funds.

Receives and reviews bills; posts payments to appropriate ledgers; balances collections on a daily and quarterly basis; balances office cash drawer.

Prepares, monitors and apportions a variety of collections; processes corrections/adjustments; releases appropriate revenue to appropriate accounts.

May assist department head with daily banking activities.

Prepares and/or proofreads a variety of accounting / statistical and routine reports, records, charts and spreadsheets with accuracy and in a timely manner.

Establishes and maintains accounting records and files with accuracy.

Establishes and updates administrative records for section(s) supervised, including budget, personnel and payroll, inventory control, and workload / workflow / production records.

Receives and responds to inquiries, requests for assistance and complaints related to assigned responsibilities.

Receives and responds to inquiries and requests for assistance from County staff, auditors, and the general public.

Performs routine administrative/clerical work as required, including but not limited to attending meetings, preparing / typing reports, copying and filing documents, entering computer data, answering the telephone, etc.

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Pertinent federal, state and local laws, codes and regulations.

Principles and practices of bookkeeping and accounting.

Principles of supervision, training and performance evaluation.

Principles and practices of government budgeting.

Principles of financial resource investment.

Advanced principles and practices of financial record-keeping and reporting.

Principles and application of data processing systems.

Modern office procedures, methods and technology.

Basic arithmetic.

English usage, spelling, grammar and punctuation.

Ability to:

Understand, interpret and apply pertinent federal, state and local laws, rules and regulations.

Supervise, train and evaluate assigned clerical staff.

Prepare accurate and complete financial statements and reports from accounting data.

Maintain a variety of financial records and files.

Make mathematical computations quickly and accurately.

Use computers for word and data processing and spreadsheet preparation.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of responsible technical and clerical accounting or bookkeeping experience, including at least one year of advanced journey-level or lead technical and/or clerical accounting experience.

Training:

Equivalent to the completion of the twelfth grade, supplemented by courses in bookkeeping, accounting or a related field.

Classification Code:	2051000
Bargaining Unit:	12
FLSA Status:	Y
Workers' Compensation Code:	8810
Pay Table:	CNTY
Range:	323