

ACCOUNTANT, SUPERVISING

DEFINITION

To manage and coordinate the fiscal operations of a department, including budgeting, accounting, long - range fiscal planning, and purchasing services; to coordinate activities with other divisions within a department and other County departments; and to provide highly complex staff assistance to the Department Head or designee.

DISTINGUISHING CHARACTERISTICS

The classification of Supervising Accountant is responsible for the fiscal management of a County department or major division. Incumbents direct professional, technical, and clerical accounting staffs in the performance of a wide range of fiscal, accounting, and budgeting activities.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Department Head or designee; exercises direct supervision over professional, and/or technical, and clerical accounting staff.

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

Manage and organize fiscal service activities of the department including accounting, budgeting, and purchasing.

Supervise all accounting functions including cost accounting, accounts receivable, accounts payable, payroll, and long-range studies.

Recommend goals and objectives; assist in the development of policies and procedures; develop and implement accounting systems.

Supervise, oversee, and participate in the development of the fiscal operations work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Prepare the departmental budgets and several State budgets; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies.

Participate in recommending the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.

Supervising Accountant
Rev.- 03/12/06
Rev.- 02/11/07
Rev.- 07/01/07
Rev.- 01/13/08
Rev.- 07/13/08

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

Develop, plan, and implement data processing programs as related to accounting activities; oversee activity reports.

Prepare a variety of reports including state cost reports and fiscal services activity reports.

Monitor contracts with service providers; monitor contract expenditures.

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Advanced principles, practices, and theories of accounting.

Applications of generally accepted accounting principles.

Pertinent Federal, State, and local laws, codes and regulations.

Advanced procedures and techniques of budgeting.

Principles and practices of supervision, training, and personnel management.

Modern office procedures, methods, and equipment.

Business letter writing and report preparation.

Basic mathematical principles.

Ability to:

Organize, direct, and implement a comprehensive fiscal management program.

Prepare and administer a budget.

Supervise, train, and evaluate assigned staff.

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:

Two years of professional level accounting experience as an Accountant III in Glenn County, or five years of increasingly responsible experience in accounting, financial management or a related field which included at least one year in a supervisory capacity.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration or a related field.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects, up to 30 pounds, as necessary to perform job functions.

WORKING CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.