

THE COUNTY OF SOLANO
ACCOUNTING SUPERVISOR

Rev. 10/00

DEFINITION

Under general direction, plans, organizes and supervises the work of a unit of accounting/clerical staff; assists in the development and implementation of an account records system; serves as a member of the department's management/supervisory team; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This class is characterized by the responsibility to supervise the work of a group of employees engaged in the maintenance of an account records system. Incumbents perform advanced journey level bookkeeping and identify and assist with the development and implementation of accounting policies, procedures and systems necessary to develop and/or implement changes in the department.

EXAMPLES OF DUTIES

Depending on assignment, duties may include, but are not limited to the following:

1. Plans, organizes, supervises and assigns the work of a unit of accounting clerical staff; establishes and monitors progress toward individual and unit work goals; determines the proper assignment of functional responsibilities and the assignment of individual duties; provides assistance with difficult bookkeeping/statistical problems; evaluates training needs; establishes measurable performance standards and compares such to work quality, efficiency and effectiveness observations; provides feedback, coaching and counseling to ensure satisfactory performance; prepares, discusses and monitors specific work improvement plans with subordinates; trains staff in new/changed policies and procedures; reviews work for completeness, accuracy and compliance with standard bookkeeping practices and techniques; participates in the employee selection process; conducts individual conferences to discuss and/or interpret rules, regulations, policies and procedures and performance problems; encourages cooperation and teamwork among staff.
2. Evaluates operational performance of assigned account records systems; reviews work methods and interdepartmental procedures to ensure effective work flow; devises and implements changes in operational procedures in response to efficiency/effectiveness analysis and/or changes in regulations, laws and policies impacting fiscal record keeping and processing activities; may assist information systems experts to develop new/change automated systems.
3. Manages billing and collecting activities; performs advanced journey level bookkeeping including error research and correction, journal vouchers and quality control; prepares narrative/statistical reports; explains procedures and discrepancies in reports to County, state and federal auditors as necessary; may monitor department expenditures; may balance department financial records with the County's automated

EXAMPLES OF DUTIES(cont.)

accounting system; determines and takes necessary action to correct errors; balances, adds, deletes, adjusts and monitors Financial Records utilizing a State/Federal automated accounting system.

4. Manages and supervises the activities of personnel and payroll; may monitor contracts.
5. Performs special projects as required; monitors status of delinquent accounts; may conduct financial interviews and determine client's ability to pay; may provide departmental budgetary support services; may handle difficult public contacts; researches and resolves questions and complaints; meets with representatives of other departments and agencies to exchange information pertaining to fiscal policies and procedures.
6. Posts, computes and balances financial aid worksheets and claims; calculates administrative cost claims; audits reports; assists in the preparation of year-end reports; prepares budgets and quarterly projections.
7. Prepares funding proposals to state agencies; monitors and receives federal and state funding allocations; calculates amounts and distributes revenue to appropriate accounts; works directly with state and County offices regarding fiscal and documentation policies and procedures, vital statistics, federal and state laws and regulations.
8. Appears in Court as custodian of records to verify Financial Documentation of various Court cases.
9. May be assigned additional administrative/supervisory responsibilities.

QUALIFICATION GUIDELINES

EDUCATION AND/OR EXPERIENCE

Four (4) years experience as an Accounting Clerk III or equivalent, OR

Two (2) years experience as an Accounting Technician or equivalent, OR

Three (3) years experience combined Accounting Clerk III and Accounting Technician

AND

One (1) of the following:

A.A. in Business Administration, OR

A.S. in Accounting, OR

A total of sixty (60) semester or ninety (90) quarter units from an accredited college; 6 semester or 9 quarter units must be in principles of accounting.

KNOWLEDGE/SKILLS/ABILITIES

Considerable knowledge of accounting and/or routine statistical principles, practices and techniques; manual and/or automated account records systems; principles and practices of supervision, data collections, and presentation techniques; clerical work methods review and measurement techniques; office methods and practices; public contact techniques; office equipment operation.

Working knowledge of programs, policies, procedures and terminology of area of assignment.

Ability to plan, organize and supervise accounting/clerical services; assist with the development of and implementation of account records systems procedures; read, interpret, apply and explain policies, procedures and processes; evaluate unusual situations and resolve them through application of departmental/program policies and procedures; identify and analyze accounting system problems; make decisions and independent judgments in non-routine situations; communicate effectively both verbally and in writing; communicate effectively with people of diverse socio-economic backgrounds and temperaments; establish and maintain cooperative working relationships; understand program objectives in relation to departmental goals and procedures; demonstrate tact and diplomacy; collect and analyze data to establish/identify needs and evaluate program effectiveness; prepare budgets, funding proposals and narrative and statistical reports; supervise the work of others engaged in fiscal/clerical activities; review, evaluate and change work methods; prepare and install operational procedures; secure cooperation and teamwork among support staff; maintain accurate records and document actions taken; organize and prioritize work assignments; make routine and complex arithmetical calculations; use proper grammar, spelling and punctuation; proofread and/or edit for errors in spelling, grammar, punctuation and mathematical computation; research regulations, procedures and/or technical reference materials; understand departmental accounting systems; project consequences of decisions; determine and evaluate levels of achievement and performance; maintain confidentiality of information; recognize and respect limit of authority and responsibility; work effectively with others who have objectives counter to their assigned role; work with an automated accounting system.

SPECIAL REQUIREMENTS

None.

SUPPLEMENTAL INFORMATION

Applicants are required to demonstrate intermediate spreadsheet skills through the passing of a County approved test.

Independent travel may be required.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks may risk exposure to exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, fumes, violence, disease, pathogenic substances, and traffic hazards.

Solano County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Solano County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.