



## **Accounting Supervisor**

**Category:** Classified/Excluded  
**Pay Grade:** C23  
**Job Code:** 18812

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **JOB SUMMARY**

This is advanced accounting work supervising department, division, or section accounting processes supporting significant accounting operations and functions. An incumbent in this classification serves as a section or lead supervisor in the office's programming efforts to coordinate operations with designated information technology department officials in completing difficult accounting duties as well as supervises subordinate employees. Duties are performed with general supervision and considerable independence with the more complex analyses, technical policy or procedural questions being referred to an administrative superior for resolution. The incumbent reports to a senior manager, senior supervisor or designee.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Plans, supervises, assigns, monitors, and reviews subordinate workload to ensure goals are met;
- Supervises and trains accounting and clerical staff in the technical matters and program requirements to ensure effective accounting processes and disbursements of funds to and from governmental agencies and other customers;
- Assists to recruit new personnel and conducts performance reviews, disciplinary actions, and other supervisory duties;
- Assists in the formulation, preparation, and revision of written departmental procedures and policies;
- Supervises the daily balancing of transactions received from cashiers, daily projection of investment accounts; posting and reconciling of accounts; verification and preparation of jury/witness payrolls, bank account reconciliations, medical billing/operations account reporting or other special tasks and reports;
- Supports the automation of office systems, procedures, programs and equipment; coordinates with other departments regarding software, hardware, application needs; coordinates installation and operation of same;
- Performs data processing related duties including using available statistical or accounting packages or programs, encoding data, data entry and retrieval, report generation and performs routine computer terminal operations;
- Assists in analyzing changes and additions to computer programs and auditing same;
- Assesses, plans, and evaluates external and internal controls applicable to procedures plus recommends and implements improvements to achieve more efficient and effective operations;
- Researches and analyzes accounting and related information to resolve issues or problems in managing account funds in a wide variety of county departments and agencies; for example, utility, medical, tax, contracts, purchasing, construction, and other unique accounting operations/programs;
- Performs other related job duties as assigned.

## QUALIFICATIONS

### **Education and Experience:**

Five (5) years of experience in accounting, bookkeeping, fiscal affairs, or purchasing work that includes supervisory training or experience; or Associate's degree (or two (2) years of other related college level education) in a related field of education plus three (3) years of experience in accounting, bookkeeping, fiscal affairs, or purchasing work that includes supervisory training or experience; or Bachelor's degree in accounting, business administration, or other related field plus one (1) year experience in accounting, bookkeeping, fiscal affairs, or purchasing that includes supervisory training or experience; or an equivalent combination of education, training and/or experience.

### **Special Qualifications** (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- National Incident Management System Course ICS-100 Introduction to the Incident Command System, and ICS-200 ICS for Single Resources and Initial Action Incidents certifications.
- Other highly desirable knowledge, skills, abilities, and credentials required for a specific position.

### **Knowledge, Skills and Abilities:**

- Knowledge of basic computer applications, principles, procedures, and equipment;
- Knowledge of financial records and governmental accounting principles in the area of assignment;
- Knowledge of highly specialized federal, state, and industry related accounting policies, practices, and procedures;
- Knowledge of modern office practices, procedures and equipment;
- Ability to analyze accounting reports/information, perform computations, determine amounts due, interact with parties responsible for financial obligations, as well as prepare financial documents and correspondence;
- Ability to analyze transactions and reports to make appropriate entries and corrections;
- Ability to apply computer applications and programs;
- Ability to effectively utilize spreadsheet and word processing software;
- Ability to make and apply decisions in accordance with laws, regulations, and procedures;
- Ability to make administrative determinations and accounting calculations quickly and accurately;
- Ability to make finance and accounting decisions in accordance with applicable laws, rules, and regulations;
- Ability to perform complex and detailed work involving both written and accounting information and data;
- Ability to plan and supervise the work of subordinate technical and clerical staff; and
- Ability to plan, assign, review, and evaluate the work of department personnel, as well as to establish and maintain effective working relationships with superiors, employees, and others.

## PHYSICAL/MENTAL DEMANDS

The work is sedentary work and requires exerting up to 10 pounds of force occasionally and negligible amount of force constantly to move objects. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.

- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual Acuity: Have close visual acuity such as color differentiation, depth perception, and adequate field vision.

**WORKING CONDITIONS**

Work is typically performed in a dynamic environment that requires sensitivity to changing goals, priorities, and needs.