



Career Service Authority  
Accounting Supervisor

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### GENERAL STATEMENT OF CLASS DUTIES

Supervises the work of professional accountants and sub-professional accounting staff involved in the daily implementation of accounting policies.

### DISTINGUISHING CHARACTERISTICS

This class is distinguished from the Senior Accountant class by its supervisory responsibilities. It is distinguished from Audit Supervisor by its supervision of accounting staff and functions.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are in the form of stated objectives for the section, unit, function or project.

Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the section, unit or project. Duties performed involve weighing and evaluating factors requiring judgment, analytical ability and problem solving. Employee is responsible for simultaneous coordination and supervision of several functions, programs or projects in various stages of completion.

#### ***Level of Supervision Received and Quality Review:***

Under managerial direction, the employee has personal accountability for carrying out the work objectives of an organizational unit or section within the scope of established guidelines and the mission of the agency or department. Employee is expected to resolve problems that arise in the normal course of the work. Work may be discussed with higher level supervisors and reviewed for soundness of judgment and feasibility of decisions.

#### ***Interpersonal Communications and Purpose:***

Contacts of a non-prescribed nature involving the negotiation and resolution on non-routine problems encountered and where exceptional degrees of discretion and judgment and specialized knowledge are required in carrying out the programs and policies of an organization.

#### ***Level of Supervision Exercised:***

Supervises two or more professional accountants and additional sub-professional staff.

### ESSENTIAL DUTIES

Supervises a professional and sub-professional accounting staff involved in the daily implementation of accounting policies.

Plans, schedules, coordinates, and assigns work and established goals and priorities for subordinate employees.

Reviews work upon completion for adherence to guidelines and standards.

Resolves problems encountered by employees during the course of the assignment.

Prepares section or departmental budgets including revenue projections.

Analyzes data and prepares various financial reports.

Reconciles accounting transactions against the PeopleSoft Enterprise Resources Planning (ERP) System.

Implements and interprets policies and procedures developed by higher level managers. Assists in developing, recommending and coordinating the implementation of new procedures for the assigned function.

Develops the performance evaluation program for functions within the unit, monitors, and documents employee performance, provides ongoing feedback regarding levels of performance and formally evaluates employees in relation to performance.

Initiates and recommends disciplinary action for employees as necessary.

Interviews and selects staff reporting directly to this position and assists with other interviews as required.

Performs other duties as assigned or requested.

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Any one position may not include all of the duties listed.  
However, the allocation of positions will be determined by  
the amount of time spent in performing the essential duties  
listed above.  
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## MINIMUM QUALIFICATIONS

### ***Competencies, Knowledges & Skills:***

**Problem Solving**—Identifies and analyzes problems; uses sound reasoning to arrive at conclusions; finds alternative solutions to complex problems; distinguishes between relevant and irrelevant information to make logical judgments.

**Leadership**—Inspires, motivates, guides others toward goals; coaches, mentors, challenges staff; adapts leadership styles to various situations; models high standards of honesty, integrity, trust, openness, and respect for individuals by applying these values daily.

**Technical Competence**—Understands and appropriately applies procedures, requirements, regulations and policies related to specialized expertise; maintains credibility with others on technical matters.

**Flexibility** - Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with pressure and ambiguity.

Knowledge of accounting principles and practices sufficient to be able to analyze financial documents and make decisions related to the work assignment.

Knowledge of supervisory theories and methods sufficient to be able to perform a variety of supervisory functions, including establishing and implementing subordinate's performance evaluation programs, as well as determining the most appropriate course of action in handling grievances and discipline for subordinate staff.

Knowledge of the principles and practices of budgeting sufficient to be able to prepare a budget including revenue projections.

Knowledge of interviewing techniques sufficient to be able to select and hire appropriate Personnel for positions or approve recommendations from subordinate supervisors.

Skill in reviewing work for accuracy and completeness.

Skill in analyzing and resolving problems related to the work assignment.

Skill in reviewing and analyzing information and formulating logical recommendations.

Skill in writing, clearly expressing ideas and facts and utilizing good grammatical form.

Skill in applying the principles of staff development to provide staff training and cross training.

Skill in developing and implementing policies and procedures related to the work assignment.

***Physical Demands:***

Sitting: remaining in the normal seated position.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

***Working Environment:***

Subject to many interruptions.

Pressure due to multiple calls and inquiries.

***Education Requirement:***

Baccalaureate Degree in Business Administration, Accounting or a related field including a minimum of 15 semester hours in accounting courses.

***Experience Requirement:***

Three years of professional experience in accounting of the type and at the level of Senior Accountant.

***Education/Experience Equivalency:***

Additional appropriate education may be substituted for one year of the minimum experience requirement.

***Licensure and/or Certification:***

Completion of a Career Service Authority supervisory training course prior to completion of the probationary period.

**CLASS DETAIL**

***FLSA CODE:*** Exempt

***ESTABLISHED DATE:*** 09/16/1995

***REVISED DATE:*** 09/01/2003

***REVISED BY:*** Tony Gautier

***CLASS HISTORY*** Competencies added to spec and put into new format.