

ACCOUNTING OPERATIONS SUPERVISOR

DEFINITION

Under direction, provides day-to-day supervision of assigned staff and activities, and performs specialized work in accounting operations; performs related work as assigned.

CLASS CHARACTERISTICS

This is the supervisory-level class in the accounting operations series. Incumbents are responsible for supervising accounting operations staff, with effective authority for their selection, retention, and training and development and with responsibility for day-to-day supervision, evaluation, motivation, and discipline of employees. Incumbents also oversee all transactions processing, and coordinate activities with the staff accountants. This class is distinguished from the manager level in that the latter manages personnel and programs within organizational and policy confines, with responsibility for ensuring accomplishment of organizational goals and objectives. Incumbents also provide complex and specialized accounting services.

EXAMPLES OF DUTIES (*illustrative only*)

- Plans, organizes, assigns, supervises, reviews, and evaluates the work of assigned staff.
- Recommends selection of staff; trains staff and provides for their professional development; administers discipline as required.
- Reviews and approves prepared claim schedules.
- Reviews documents for data integrity, availability of funds, and proper approvals.
- Approves and/or authorizes new codes for accounts payable and general ledger records for data entry.
- Reviews and authorizes posting of payments and encumbrances to proper ledgers.
- Supervises the maintenance of the encumbrance register.
- Approves adjustments to encumbrances.
- Prepares or assists with preparation of monthly, quarterly, and/or year-end reports and financial statements.
- Supervises the operations of a petty cash fund.
- Supervises office files for claim schedules, contracts, and purchase orders.
- Approves the posting of claim schedule adjustments and claim corrections.
- Oversees the processing of revolving fund checks.
- Prepares and types memos and correspondence as required.

- Responds to telephone inquiries from vendors, courts, Judicial Council Administrative Office of the Courts personnel, and Controller's Office staff.

WORKING CONDITIONS

- Must be available to work overtime and on weekends and holidays.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, performance review and evaluation, and employee training and discipline.
- Operational principles, practices, and applications of fund accounting.
- Principles and practices of reviewing financial documents for completeness and accuracy.
- Financial record-keeping and bookkeeping practices and techniques.
- Business letter writing.
- The operation of personal computers and the use of specified computer applications, such as word processing, spreadsheets, and financial systems.
- Use of automated financial systems involving data entry, posting, and report generation.
- Techniques for dealing with the public, in person and over the telephone.
- Principles and techniques of preparing effective oral presentations.
- Principles and techniques of preparing a variety of effective written materials.

Ability to:

- Plan, organize, supervise, review, and evaluate the work of others.
- Use initiative and independent judgment within general policy guidelines.
- Organize, prioritize, and coordinate work activities and meet critical deadlines.
- Apply operational accounting principles, practices, and procedures.
- Review financial documents for completeness and accuracy.
- Perform detailed financial office support work accurately.
- Review, post, balance, and reconcile financial records.
- Maintain accurate financial records and prepare accurate and timely reports.
- Implement transaction processing to support the accounting requirements of the organization.
- Present financial information clearly and concisely, orally or in writing.
- Organize, research, and maintain office files.
- Operate personal computers and use specified computer applications, such as word processing, spreadsheets, and financial systems.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Licenses and Certificates:

None.

Education and Experience:

Equivalent to an associate degree, preferably with major course work in accounting and four years experience performing accounting duties that included at least one year of supervisory responsibility.

OR

Two years as a Senior Accounting Technician with the judicial branch.