

SUPERVISING ACCOUNTANT

DEFINITION

Under direction, provides day-to-day supervision of assigned staff and activities, and performs specialized work in accounting as well as internal and external financial reporting; performs related work as assigned.

CLASS CHARACTERISTICS

This is the supervisory-level class in the Accountant series. Incumbents are responsible for supervising accounting 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 have the expertise to perform professional-level accounting work, demonstrate knowledge of the relevant policies and procedures, and demonstrate competency in the full range of assigned duties. Incumbents possess a working knowledge of fund accounting, a knowledge of the full range of accounting functions, and the ability to perform complex accounting assignments; supervise professional staff; and make recommendations and implement policy and procedural changes as directed. 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.

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.
- Prepares reports and presentations regarding findings.
- Conducts special studies and reviews as assigned.
- Provides backup operational assistance as needed.
- Supervises projects and assigned staff.
- Oversees the operation of the automated accounting system.
- Reviews and approves reconciliations with the State Controller's balances.
- Reviews and approves reconciliations of monthly balances.
- Reviews spreadsheets and financial reports.

- Reviews retirement system reports and payment programs.
- Analyzes budget reports for accuracy and the status of budget allocation vs. expenditures.
- Communicates with court personnel, the Judicial Council, and State Controller staff regarding accounting matters.
- Prepares correspondence.
- Oversees the preparation of monthly, quarterly, and year-end financial statements.
- Prepares account analyses.

WORKING CONDITIONS

- Work occasional evening and weekend hours.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, performance review and evaluation, and employee training and discipline.
- Generally accepted accounting principles.
- Principles, practices, and applications of fund accounting.
- Principles and practices of auditing and reviewing financial documents.
- Principles of chart of accounts development.
- Principles of data collection and control.
- Principles of budget administration.
- The operation of personal computers and the use of specified computer applications, such as word processing, spreadsheets, and financial systems.
- 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.
- Interpret, explain, and apply principles and practices of general, fund, and governmental accounting.
- Review financial documents for completeness and accuracy.
- Review, post, and balance financial data; generate and reconcile financial reports using an automated financial system.
- Maintain accurate financial records and prepare accurate and timely reports.
- Develop accounting plans to define appropriate financial transaction processing for programs and functions of the judiciary.
- Interpret financial requirements contained in the State Administrative Manual.
- 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 possession of a bachelor's degree, preferably with major course work in accounting and four years of professional accounting experience, including a minimum of one year of supervisory experience.

Additional directly related experience may be substituted for the education on a year-for-year basis.

OR

One year as a Senior Accountant or two years as an Accountant with the judicial branch.