



Pinal County Classification Specification

ACCOUNTING SUPERVISOR Classification Code 0324

POSITION SUMMARY: Performs work of considerable difficulty supervising and participating in the overall financial management activities of a unit; performs other work as required or assigned.

AUTONOMY LEVEL: This is a Supervisory position working under general direction. Positions at this level have as a primary responsibility planning, assigning, and reviewing work of a group of employees, as well as selecting, training, and disciplining individual employees. The responsibilities include oversight and approval of the employee's work product and coordination of multiple activities and resources including staff, supplies, equipment, funds, and/or contract resources. The decisions made significantly impact the operations and effectiveness of the organization. Judgment is required, both in application of established policies, goals, and objectives, and in application of concepts, plans, and strategies which may deviate from traditional methods and practices.

DUTIES/RESPONSIBILITIES: (Assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor. The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.)

- Responds to inquiries made by departments and/or the public;
- Ensures financial integrity by tracking and keeping history of financial information;
- Prepares various types financial of reports;
- Issues written and oral instructions;
- Reimburses subcontractors and others as necessary.
- Ensures that records are monitored accordingly.
- Assists in the preparation of departmental budget;
- Coordinates and supervises functions within a financial unit;
- Coordinates financial audits;
- Ensures records are monitored accordingly;
- Makes recommendations and implements accounting policies and procedures;
- Monitors expenditures;
- Reconciles funds.

KNOWLEDGE SKILLS & ABILITIES: (The knowledge, skills, and abilities listed above may be acquired through different types of education, training, and experience)

Knowledge of:

- Effective communication, both orally and written;
- Computer hardware and automated accounting systems;
- Techniques in data verification and data entry;
- Proper coding of documents;
- County and departmental policies and procedures;
- Office practices and procedures;
- Principles and practices of effective supervision;
- Accounting principles, practices, and methods;
- Cost, governmental and fixed assets accounting;
- Principles of general accounting and municipal/fund accounting, including the Generally Accepted Accounting Standards;
- Laws and regulations applicable to County payroll and government accounting activities;
- Financial record keeping practices.

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Skill in:

- Operating automated accounting systems and general office equipment;
- Performing data entry, at times in a repetitive fashion;
- Identifying and reporting discrepancies;
- Interacting with various groups of diverse individuals;
- Supervising, verifying and validating work of other staff;
- Analyzing and interpreting fiscal and accounting reports;
- Preparing informative and statistical reports.

Ability to:

- Compute rapid and accurate arithmetical computations;
- Gather data and verify information;
- Establish and maintain effective working relationships with employees, other agencies, and the public;
- Follow instructions, both verbal and written;
- Communicate effectively verbally and in writing;
- Research and verify information;
- Supervise, train and evaluate clerical support staff.

MINIMUM QUALIFICATIONS:

Education, Experience and Training: (The knowledge, skills, and abilities listed above may be acquired through different types of education, training, and experience. An example of a typical way to acquire the qualifying knowledge and ability is listed below.)

Education: Bachelors in Accounting, Finance or a related field.

Experience: Five (5) years of experience in accounting or closely related field, two (2) of which were in a supervisory or administrative capacity. Additional relevant experience may be substituted for the aforementioned education.

OTHER REQUIREMENTS:

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

EEO Category: Professional

FLSA STATUS: Exempt

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The job description does not constitute an employment agreement and is subject to change at any time by the employer.