

## J V S

### JOB DESCRIPTION

Status: Supervisory

<u>JOB TITLE:</u>	Accounting Supervisor
<u>DEPARTMENT:</u>	Accounting
<u>REPORTING SUPERVISOR:</u>	Controller
<u>POSITIONS SUPERVISED:</u>	Accountant/Accounts Payable; Accountant/Accounts Receivable

### QUALIFICATIONS:

Bachelor's degree in accounting or related field required. Three to five years general accounting related experience preferred. Reasoning, math and language skills as measured by Agency norm tests with numerical aptitude and detail oriented characteristics. Demonstrated proficiency with Microsoft Excel required. Experience with an automated accounting system and preparing and analyzing financial reports preferred.

### ESSENTIAL DUTIES:

1. Coordinate Agency staff in the submission of monthly accounts receivable, accounts payable and general accounting information. Maintain a working knowledge of the general accounting procedures used by the Agency.
2. Hire, train, and orient designated staff. Direct and review related functions including, but not limited to payables and cash. Complete written performance evaluations as required.
3. Maintain detailed records and files to document financial transactions of the Agency.
4. Coordinate monthly closing activities and prepare a consolidated balance sheet to reflect Agency Assets, Liabilities and Capital. Prepare and analyze Profit and Loss Statements and Comparative Balance Sheet for each accounting period.
5. Act as liaison between Accounting and Information Systems with regards to general ledger software needs and problems.
6. Evaluate reimbursement of expenditures when reviewing /approving invoices to ensure adherence to Agency guidelines and Federal regulations.
7. Examine and analyze income and expenditures for assigned programs. Prepare program billings and financial reports and advise management of significant variance from budget estimates. Perform collection activities for assigned programs to secure payment. Prepare journal entries for program activities.
8. Assist in Agency budget preparation for assigned programs.

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9. Operational cash management
10. Assist auditors by preparing and reviewing quarterly audit schedules and monthly reconciliation as assigned.
11. Document procedures for critical functions.
12. Maintain fixed asset schedules.
13. Serve on Agency committee(s) as appointed.

SUPPLEMENTAL DUTIES:

1. Perform as back up for general accounting functions, including budgeting and endowment, and program billing functions for other department staff as needed, developing expertise as back up for Purchasing and Accounts Payable.
2. Insure security of all accounting records and payroll data to maintain confidentiality.
3. Prepare and scan records for storage purposes.

WORKING CONDITIONS:

1. Work involves the ability to input and verify numerical data with a high degree of accuracy.
2. Work involves sitting at CRT for long periods of time and bending/reaching to file documents.
3. Ability to transport items with weights averaging 20 lbs.

EXEMPT STATUS:

This position is exempt from the overtime pay provisions of the Federal Fair Labor Standards Act.

The above job descriptions is for informational purposes only and is not intended to be all inclusive or limiting as to specific duties.

APPROVAL: \_\_\_\_\_

DATE: \_\_\_\_\_