

## CLASSIFICATION SPECIFICATION



**CLASSIFICATION:** Administration and Accounting Supervisor  
**ALLOCATION:** County-wide  
**FLSA STATUS:** Non-Exempt  
**UNION AFFILIATION:** YCEA

**ESTABLISHED:** April 2005  
**REVISED:** April 2017

---

### **JOB SUMMARY:**

Under general direction plan, organize, coordinate, supervise and review technical and specialized accounting, financial, budgetary, statistical, and office support activities; perform a variety of technical tasks relative to assigned area of responsibility; perform difficult, complex and specialized accounting and administrative activities and perform other duties as assigned.

This is the first full supervisory administrative support level in the accounting office support series.

### **CLASS CHARACTERISTICS:**

This position reports directly to a management position, depending on department assigned.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing accounting and administrative office support; implement policies and procedures.
- Plan, prioritize, assign, supervise, and review the work of staff involved in accounting and administrative office support duties.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Perform complex, technical, difficult and/or specialized accounting and administrative office support work; perform the full range of administrative and accounting duties of assigned subordinates on a relief or day-to-day basis.
- Assist with the coordination, preparation and monitoring of the department budget; review and develop a variety of reports and records; investigate and reconcile accounts and grants.
- Answers questions and provides information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Perform complex and technical accounting, payroll, billing, chase receipt and balancing and/or financial support work, which requires the review of a variety of reports and records, investigation and reconciliation of information, establishment and maintenance of control and subsidiary fiscal records and journals, and the reconciliation and balancing of subsidiary ledgers, fund accounts and similar records.
- Prepare a variety of financial statements, projections, and monthly, quarterly, and annual reports.
- Participate in outside professional groups and committees.
- Perform duties related to special projects, as assigned.
- Purchase office supplies and equipment; receive, review and process invoices.
- Build and maintain positive working relationships with co-workers, County employees, and the public using principles of good customer service.

#### **Important:**

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Use standard office equipment, including a computer, in the course of the work.

### **EMPLOYMENT STANDARDS:**

#### **Knowledge of:**

- Principles and practices of accounting and administrative office support.
- Principles and practices of payroll, financial and personnel record keeping.
- Principles and practices of supervision, training and performance evaluations.
- Principles and practices of budget development and monitoring, accounting, and financial recordkeeping.
- Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

- Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Economic and accounting principles and practices, budgeting, contract administration and the analysis and reporting of financial data.
- Principles of personnel administration.
- Pertinent local, State, and Federal rules, regulations and laws.
- Modern office equipment, methods, procedures, and computer hardware and software.
- Office administrative practices and procedures.
- The structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Techniques for dealing with individuals of various ethnic and socio-economic groups, often in situations which may be difficult or confrontational.

**Skill in:**

- Organizing, implementing, and directing accounting and administrative office support operations/activities.
- Interpreting and explaining pertinent accounting and administrative support and department policies and procedures.
- Motivating, developing and directing people as they work, identifying the best people for the job.
- Developing and recommending policies and procedures related to assigned operations.
- Supervising, training and evaluating assigned staff.
- Maintaining accurate records and files.
- Assisting in the development and monitoring of departmental budget.
- Preparing clear and accurate reports, correspondence and other written materials.
- Inputting varied data into a computer database system with speed and accuracy.

**Ability to:**

- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Exercise sound, independent judgment within general procedural guidelines.
- Accurately perform complex administrative and accounting work.
- Communicate effectively and efficiently verbally and in writing; follow and issue verbal and written instructions.
- Organize work, schedule and coordinate projects; set priorities; meet deadlines and maintain composure when working under pressure.
- Work as a member of a team in a unified team environment; work effectively with co-workers, volunteers and other County staff.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Accept criticism and deal calmly and effectively with high stress situations.

**Physical Demands:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Work Environment:**

- Generally a typical office environment.

**QUALIFICATIONS:**

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration

who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

**Licenses and Certification:**

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.

**Special Requirements:**

- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting and credit check prior to hire.
- May be required to file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

**Education and Experience:**

**MINIMUM:** Associate's degree from an accredited college with major course work in business, accounting, or a related field; and three years of experience at a level equivalent to the County's classification of Accounting Specialist or Accounting Technician. *Candidates with strong experience who lack the degree and can demonstrate they possess the required knowledge, skills and abilities are encouraged to apply.*

**PREFERRED:** In addition to the minimum, supervisory experience.

**This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.**

Director of Human Resources Approval:  
Date:

EEOC: F  
WC: 8810.1

Human Resources Approval:  
Date:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_