

CLASSIFICATION SPECIFICATION



CLASSIFICATION: Administration and Accounting Supervisor
ALLOCATION: County-Wide
FLSA STATUS: Non-exempt
UNION AFFILIATION: YCEA

ESTABLISHED: April 2005
REVISED: January 2008

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:

- Recommends and assists in the implementation of goals and objectives; establishes schedules and methods for providing accounting and administrative office support; implements policies and procedures.
- Plans, prioritizes, assigns, supervises, and reviews the work of staff involved in accounting and administrative office support duties.
- Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; prepares various reports on operations and activities.
- Participates in the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
- Performs complex, technical, difficult and/or specialized accounting and administrative office support work; performs the full range of administrative and accounting duties of assigned subordinates on a relief or day to day basis.
- Assists with the coordination, preparation, and monitoring of the department budget; reviews and develops a variety of reports and records; investigates and reconciles accounts and grants.
- Answers questions and provides information to the public; investigates complaints and recommends corrective action as necessary to resolve complaints.
- Performs 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.
- Prepares a variety of financial statements, projections, and monthly, quarterly, and annual reports.
- Participates in outside professional groups and committees.
- Performs duties related to special projects, as assigned.
- Purchases office supplies and equipment; receives, reviews, and processes invoices.
- Builds and maintains 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.
- Uses standard office equipment, including a computer, in the course of 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.
- 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:

- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Exercise sound, independent judgment within general procedural guidelines.
- Accurately perform complex administrative and accounting work.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

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 the County 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.

Education and Experience:

MINIMUM: An 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.

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.

Dept Approval: Martha Wilson
Date:

Personnel Approval: Iva Seaberg
Date:

Signature: _____

Signature: _____