

MAJOR FUNCTION

This is technical, professional and supervisory work in the supervision and management of a designated accounting system operation, such as general ledger, accounts payable, payroll, accounts receivable, and fixed assets. This incumbent supervises paraprofessional and clerical personnel, assures the integrity of systems in use and the timeliness and accuracy of the work product. The incumbent serves as the functional expert on the designated system. Work is performed under general supervision of the division director and requires the use and exercise of independent judgment. Results are reviewed through conferences, reports, and achievement of desired objectives.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Manages and coordinates the staff and technical resources needed to ensure the integrity, timeliness and accuracy of the designated system and work processes, products, and services that are outcomes of the system. Trains, coaches, and supervises paraprofessional staff engaged in day-to-day accounting processes and ensures their adherence to acceptable accounting and reporting guidelines and standards. Serves as administrator and expert of the designated accounting system, providing training and assistance to system users as needed. Researches, plans, tests, and coordinates maintenance, expansion and upgrades to the designated system. Develops, updates, implements and monitors accounting procedures and methods pertaining to the area of responsibility. Recommends the selection, transfer, promotion, grievance resolution, discipline, and discharge of subordinates. Conducts performance evaluations, and recommends approval or disapproval of merit increases. Performs related work as required.

Other Important Duties

Monitors staff development activities and coordinates assignments so that staff may attend training and developmental events. Completes special projects as assigned. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of the specific system to which the position is assigned, including industry-wide accepted methods, standards, guidelines and laws. Considerable knowledge of accepted principles of supervision and employee relations. Ability to assign and review the work of subordinates. Ability to analyze, plan, organize, recommend and/or implement work flow procedures. Ability to work effectively with subordinates and other departmental personnel. Ability to communicate clearly and concisely, both orally and in writing. Ability to establish and maintain effective working relationships as necessitated by work assignments. Ability to analyze complex accounting reports and statements and report on them. Ability to maintain appropriate records. Skill in the use of personal computers and associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in public or business administration, accounting, finance, or a related field and four years of technical or professional experience in an accounting system operation, such as general ledger, accounts payable, payroll, accounts receivable, or fixed assets that includes responsibility for coordinating system functionality, maintenance and upgrade; or an equivalent combination of training and experience.

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