

Supervisor, Accounting

FLSA Status: Exempt

Pay Grade: 19

Job Title ID: 16502

Job Series/Job Family: Business Services Series / Student Accounts Family

Reports To

Director or Manager

Job Purpose

To train and direct work processes of a designated group of accounting employees.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Supervises and coordinates the work of paraprofessional level accounting staff; counsels and evaluates entry level accounting clerks; finds solutions to resolve problems and conflicts within the department.
2. Answers inquiries and resolves complaints from the College, the public and employees.
3. Prepares entries, reviews, reconciles, and analyzes general ledger accounts; imports account information into spreadsheet and balances ledger; verifies and approves.
4. Develops, prepares, and updates procedures related to compliance with generally accepted accounting policies and procedures.
5. Enters data or information into computer terminal and reviews for accuracy.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Generally accepted accounting principles and practices.
- Supervisory and management principles, practices and methods.
- Higher education institutions, practices, and procedures.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Performing accounting review and reconciliation.
- Supervising and coordinating the activities of subordinate personnel.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is performed in a standard office environment.

Work Experience

Required

- Two years related work experience, including one year of supervisory work experience.

Preferred

- Work experience in fund accounting and/or educational institution accounting.

Education

Required

- Bachelor's degree with a minimum of 12 semester hours in accounting.

Preferred

- Bachelor's degree in accounting.

Other

Preferred

- Knowledge of ACC Administrative Rules, Policies, and Procedures.

Safety

Required

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.