

ACCOUNTING SPECIALIST SUPERVISOR

JOB DESCRIPTION

Classification Responsibilities: An Accounting Specialist Supervisor performs advanced journey-level technical accounts maintenance and paraprofessional work while directly supervising staff in Payroll. This class performs related duties as required.

Payroll Assignment: The Account Specialist Supervisor assigned to this area will be responsible for reviewing, auditing, approving, and maintaining employee payroll records, which includes: posting data to payroll system; balancing and reconciling payroll records; troubleshooting and resolving issues; explaining and interpreting payroll rules, regulations, policies, procedures; overseeing and monitoring a variety of payroll adjustments and changes to employee payroll data; and resolving payroll problems encountered during daily operations and determining appropriate solutions. This position will be the backup to the Accountant in Payroll.

Distinguishing Features: This class is distinguished from the Accounting Specialist II by the responsibility of supervision and the broader scope of assignments performed by an employee of this class. This class differs from the Accountant I class by the latter's need to apply a greater level of accounting theory and principals in completing work assignments, and in the more advanced scope and level of assignments. This class is FLSA nonexempt.

QUALIFICATIONS

Minimum Qualifications Required. Any combination of training, education, or experience equivalent to graduation from an accredited college or university with an Associate's Degree in Accounting, Finance, or closely related field. A minimum of one year of supervisory experience.

Payroll Assignment: Considerable (3 - 5 years) payroll experience.

Special Requirements. None.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications.

Payroll Assignment: Fundamental Payroll Certification (FPC) is highly desirable and will be required within one year of hire. Experience processing payroll in an Enterprise Resource Planning (ERP) system is preferred.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City employees, and vendors in order to resolve payment and reporting problems. Uses clearly organized thoughts and sentence structure to provide instructions and information while responding to questions with computer-generated reports and written documents.

Manual/Physical: Operates a calculator, microfiche viewer, and other office machines. Enters data or information into a terminal or personal computer (PC) to process payment documents, research and

resolve problems and questions, assist in preparing audit schedules, planning pay dates, cut-offs, and staff work schedules.

Mental: Plans, organizes, directs, and evaluates the work of subordinate staff. Prioritizes and assigns work to personnel and prioritizes own work. Resolves procedural, operational, and other work-related problems. Coordinates work activities with other City departments. Conducts research and analyzes data. Learns PC applications through on-the-job training and in a classroom setting.

Knowledge and Abilities:

Knowledge of:

the City’s accounting structure, familiarity with the various fund reports, contracts, and City policies; federal form 1099 preparation/reporting; the application of spreadsheet and database software to accounting systems; policies and operating procedures of the Payroll accounting system/sub-system; fundamentals of generally accepted accounting principals and practices; and the basic principals of employee training and employee supervision.

Ability to:

assign, coordinate, review the work, and develop specific work standards and performance criteria of subordinate clerical and paraprofessional level accounting staff; supervise the work of others through planning, organizing, instructing, motivating, and evaluating performance objectives; assist with developing new and refining existing work procedures and training staff; analyze and resolve work procedures, problems, and questions; plan, organize, and perform work assignments with initiative and judgment; resolve day-to-day operational problems; provide clear and tactful explanations of Payroll procedures to others; and interact with others to establish and maintain effective working relationships.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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PAY GRADE: 42

EEO-Para

NDOT SAFETY-No

SECURITY-No

NDOT RANDOM-No

DOT SAFETY-No

CDL-No

RESP-No

IND-8810

JOB FCTN-FIN

SWORN-No

INCREMENTS 81-200