

## ACCOUNTING SUPERVISOR – FRIEND OF THE COURT

**GENERAL STATEMENT OF DUTIES:** Performs professional accounting tasks for the Genesee County Friend of the Court; supervises staff; maintains, reviews, analyzes and verifies accounts, records and systems used by the Friend of the Court; works under the supervision of the Friend of the Court; performs related duties as required.

### **STATEMENT OF TASKS:**

Coordinates the implementation of the On-Base Document Management System regarding all financial matters of the Friend of the Court.  
Supervises Cashiers and other clerical staff as required.  
Establishes/updates procedures and controls for monthly bank reconciliation.  
Assists in the completion of required financial reports.  
Prepares and/or verifies bank deposits.  
Assists auditors in reviewing accounts.  
Assists in the preparation of financial budgets; including the annual Friend of the Court County budget and Cooperative Reimbursement Contract (CRP).  
Supervises the processing of incoming and outgoing electronic funds transfers.  
Acts as liaison with all financial institutions.  
Acts as liaison with MIS regarding all financial matters of the Friend of the Court.  
Acts as a liaison with representatives of the County and State regarding all financial matters of the Friend of the Court.  
Performs tasks and reports as required by the Friend of the Court.

The class specification above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Professional knowledge of accounting principals with the ability to evaluate and introduce new and/or updated financial methods/procedures.  
Knowledge and ability necessary to make electronic fund transfer.  
Knowledge of governmental cost accounting practices and procedures.  
Knowledge of computer financial applications.  
Ability to evaluate financial reports and make appropriate recommendations.  
Ability to prepare complete and accurate accounting reports as required.  
Ability to perform detailed accounting work involving written and numerical data.  
Ability to supervise clerical staff.  
Ability to communicate effectively.  
Ability to maintain good interpersonal relationships with clients and staff.

### **MINIMUM QUALIFICATIONS:**

Bachelor of Business Administration with a concentration in Accounting

OR

A Bachelor of Business Administration with a concentration other than accounting and 2 years experience as a financial supervisor within a Friend of the Court office or similar financial setting.

March 10, 1998  
Date Implemented

February 11, 2010  
Date Revised



Human Resources Director