

ACCOUNTING SUPERVISOR - PLANNING

GENERAL STATEMENT OF DUTIES: Performs responsible and professional financial tasks and accounting tasks for the Planning Commission; maintains, reviews, analyzes fiscal accounts, records and systems used by the Planning Commission; works under the supervision of the Director-Coordinator or his/her designee; supervision is exercised over accountants and clerical personnel; performs related duties as required.

STATEMENT OF TASKS:

Supervises the keeping of general, subsidiary, appropriation, revenue and other ledgers and supporting accounting controls;
Prepares detailed financial statements in accordance with prescribed standards;
Acts as a liaison with representatives of the County, State and Federal Government regarding financial matters of the Planning Commission;
Oversees the installation and modification of systematic, accurate and efficient professional accounting standards and program needs;
Prepares a variety of regular and special accounting and budget reports;
Classifies accounts, prepares financial statements and analyzes and reports on the efficiency of various operations.

The statement of tasks 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:

Comprehensive knowledge of financial procedures with the ability to evaluate and introduce new and/or updated methods;
Knowledge and ability necessary to make electronic fund transfers;
Knowledge and ability necessary to create and maintain the Planning Commissions Cost Allocation Plan and develop the Provisional Indirect Rate;
Knowledge of governmental accounting practices and procedures;
Knowledge of computer applications including the HUD's integrated Disbursement and Information System;
Ability to perform detailed accounting work involving written and numerical data;
Ability to institute and develop efficient office procedure taking into consideration all accounting processes;
Ability to evaluate financial reports and make recommendations;
Ability to supervise professional and/or clerical employees;
Ability to communicate both orally and in writing;
Ability to maintain interpersonal relationships;

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MINIMUM QUALIFICATIONS:

B.A. or B.S. in Accounting or Business Administration with twenty-one (21) semester hours in Accounting and two (2) years Accounting experience

Established: August 14, 1975
Revised: September 28, 1981
Revised: October 23, 2013



Human Resources Director