

**Summary of Duties:** Assigns, reviews and evaluates the work of a group of clerical employees engaged in the preparation, processing, and maintenance of a wide variety of accounting or financial records; or supervises clerical accounting personnel serving as cashiers or tellers; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

**Distinguishing Features** An Accounting Records Supervisor supervises and performs difficult and responsible clerical accounting work.

An Accounting Records Supervisor differs from a Principal Clerk in that the former class requires specialized clerical accounting knowledge in addition to supervisory knowledge and abilities while Principal Clerks supervise broad, general clerical activities.

An Accounting Records Supervisor differs from an Accounting Clerk in that the latter may serve as a lead worker while the former is a bonafide supervisor responsible for the performance of the full range of supervisory activities including the application of discipline, processing and resolution of grievances and evaluation of performance.

**Examples of Duties** An Accounting Records Supervisor:

- \* Plans, directs, coordinates, assigns and reviews the work of a group of clerical employees engaged in accounting clerical work;
- \* Makes personnel and work assignments;
- \* Arranges work schedules, and approves vacations and time off;
- \* Establishes work standards;
- \* Interviews applicants and makes hiring recommendations;
- \* Instructs and trains employees;
- \* Reviews completed work for accuracy, completion and timeliness;
- \* Evaluates employees' performance;
- \* Resolves or responds to grievances;
- \* Fulfills supervisory affirmative action responsibilities as set forth in the City's Affirmative Action Program;
- \* Communicates equal employment/affirmative action information to employees;
- \* Applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating and disciplining subordinates;
- \* Assists employees in preparing for promotion as described in the City's Affirmative Action Program;
- \* Supervises clerical employees in purchasing sections;
- \* Interprets and implements clerical accounting policies and procedures in purchasing operations;
- \* Audits, edits, and verifies purchasing documents to assure accuracy in arithmetic calculations and proper description of services/materials;
- \* Supervises preparation and/or processing of invoices, demands, requisitions, travel authorities, authorities for expenditure, interdepartmental orders, purchase orders, sub-purchase orders, general encumbrance forms, payment vouchers, internal vouchers or refund vouchers;

- \* Maintains purchase order logs;
- \* Resolves purchasing problems with vendors, buyers, or other City personnel;
- \* Certifies invoices for payment;
- \* Develops procedures and procedure manuals for clerical purchasing operations;
  
- \* Supervises or assists in supervision of preparation of payrolls, or posting and checking of timekeeping documents;
- \* Reconciles payroll errors and interprets complex rules, regulations, ordinances and memoranda of understanding related to payroll matters;
- \* Supervises clerical accounting operations related to health insurance, retirement or pension, or worker's compensation benefits;
  
- \* Supervises teller or cashier operations responsible for:
  - Receiving and disbursing large amounts of cash or checks;
  - Interpreting ordinances or regulations for receipt of payments, licenses, fees or City services received;
  - Checking amounts on billings against payments received;
  - Keeping records and accounts of funds received and disbursed;
- \* Initiates "stop payment" procedures on City checks;
- \* Makes entries and inquiries into FMIS in order to check unencumbered, encumbered and expended funds in accounts;
- \* Uses FMIS to balance refunds, account transfers, etc;
- \* Uses electronic spreadsheets to track deposits and funds;
- \* Supervises collection and disposition of dishonored checks;
- \* Updates and verifies accuracy of special account ledgers.

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

### **Qualifications**

#### **A good knowledge of:**

- \* The methods, procedures and practices of bookkeeping;
- \* Accounting practices and procedures pertaining to purchasing, payrolls, and the receiving and disbursing of funds;
- \* Supervisory practices and principles;
- \* Standard office practices including filing, indexing, and cross referencing methods;
  
- \* Supervisory principles and practices, including planning, delegating and controlling the work of subordinates;
- \* Techniques of training, instructing and evaluating subordinates' work performance;
- \* Techniques for counseling, disciplining, and motivating subordinate personnel;
- \* Procedures for grievance handling;
- \* Supervisory responsibility for equal employment opportunity and affirmative action as set forth in the City's Affirmative Action Program;
- \* Effective safety principles and practices;

#### **A working knowledge of:**

- \* The legal provisions and regulations governing the expenditure of City funds;
- \* City appropriation and budget accounting procedures;

- \* Laws and regulations related to equal employment opportunity and affirmative action;
- \* Memoranda of understanding as they apply to subordinate personnel;

**A general knowledge of:**

- \* City personnel rules, policies and procedures;

**The ability to:**

- \* Establish and maintain a work environment to enhance both employee morale and productivity;
- \* Deal tactfully and effectively with employees and the general public;
- \* Plan, organize, direct, coordinate and review the work of a group of clerical employees;
- \* Compose letters and reports, maintain records, and prepare charts, graphs, and tables;
- \* Make arithmetic computations with accuracy;
- \* Use office machines including calculators, bookkeeping machines, money changing machines, cash registers, typewriters and computers;
- \* Use computer programs for balancing accounts, spreading and tracking revenues, depositing and accounting for funds;
- \* Communicate technical and non-technical information orally on a one-to-one basis or with small groups.

**Minimum Requirements**

Two years of experience as an Accounting Clerk or in a class at least at the level of Senior Clerk which provides experience in office clerical accounting or cashiering is required.

**Physical requirements** Strength to perform lifting up to five pounds and occasionally over fifteen pounds.

Those with medical limitations may be able to perform the duties of some positions in this class with reasonable accommodation. The decision to accommodate someone's limitations will be made on an individual basis and depends on the types of limitations, what the hiring department can reasonably do to accommodate them, and the specific qualifications for the job.

**As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.**