

**Garfield County**  
**Job Description**

<b>Title:</b>	<b>Accounting Supervisor</b>		
<b>Department/ Office:</b>	Multiple departments/offices	<b>Reports to:</b>	Finance Administrator in Department of Human Services. Sheriff, or his/her designee, in the Sheriff's Office.
<b>Section:</b>	Finance	<b>Pay Grade:</b>	<b>7</b>
<b>FLSA Status:</b>	Exempt	<b>Driving Classification:</b>	None.
<b>Supervision Exercised:</b>	May directly supervises Accounting and internal staff	<b>Licenses/ Certifications:</b>	None.
<b>Minimum Education:</b>	Bachelor's degree in Accounting, Finance, or a closely related field.		
<b>Minimum Experience:</b>	2 years experience performing accounting work. 1 year supervisory experience.		

**General Purpose:**

Supervises accounting and/or internal staff; provides back up and support for senior financial officials and/or management employees; maintains and reconciles transactions for accounting system(s); and conducts financial analysis of programs and accounts.

**Essential Functions:**

(These duties are a representative sample; position assignments and detailed work instructions may vary.)

1. Supervises staff: schedules, assigns and directs work; conducts interviews; hires and orients new employees; oversees or conducts training; coaches; evaluates and appraises; addresses complaints and resolves problems; takes disciplinary action; and ensures quality of work.
2. Reviews accounts payable batches for approval.
3. Prepares journal entries for accounting system(s).
4. Posts transactions to accounting system(s).
5. Maintains employee time reporting according to state and federal regulations.
6. Conducts program analysis and reports findings.
7. Serves as back up to senior financial officials and/or management employees, and is fully cross trained in their functions.
8. Reviews and verifies purchase card receipts and transactions.
9. Reconciles treasurer/bank statements and trust accounts.
10. Assists other supervisors with expenditure tracking reports.
11. Ensures that individuals and team meet goals and provide highest level of service.
12. Performs other duties of a similar or related level and assists with special projects as necessary or assigned.

**Job Qualifications:**

**Knowledge of:**

1. Management and supervisory principles and methods.
2. Relevant Federal, state and local laws, rules, regulations, codes and/or statutes.
3. Accounts payable practices and procedures.
4. Generally accepted accounting principles (GAAP).
5. Business math.
6. Record keeping.
7. Keyboarding, word processing and data entry
8. Modern office processes and procedures.
9. Relevant computer hardware and software applications, including Word, Excel and Access.

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### **Ability to:**

1. Supervise and develop employees: plan, direct, coach, counsel, mentor, delegate, discipline, train, and evaluate.
2. Speak, read and write the English language.
3. Communicate effectively verbally and in writing.
4. Read and understand financial statements and budget reports.
5. Learn County- and state-specific accounting systems.
6. Define problems, collect data, establish facts and draw valid conclusions.
7. Use resources to organize and plan and to make decisions and solve problems.
8. Establish and maintain effective working relationships with employees, team leads, supervisors, other Departments/Offices, other agencies and organizations.
9. Understand, practice and enforce safety procedures and precautions.
10. Maintain a high level of professionalism and confidentiality.

### **Internal & External Contacts:**

#### **Internal Contacts:**

Frequently interacts with other Department/Office employees; County Finance and IT Department employees and County Treasurer's Office.

#### **External Contacts:**

Frequently interacts with vendors; occasionally interacts with clients.

### **Physical Activities and Work Environment:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform essential functions.

#### **Required Physical Activities:**

While performing the essential functions of this job the employee is frequently required to reach, grasp, finger, stand and/or sit for long periods of time, walk, talk and hear; occasionally required to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, peripheral vision, and ability to adjust focus.

#### **Work Environment:**

The noise level in the work environment is moderately quiet, with frequent interruptions and multiple demands.

#### **Required Travel:**

The employee is occasionally required to travel within the County and state.

#### **Computers and Office Equipment:**

Computer and relevant software applications; calculator, including 10-key; telephone system; facsimile; scanner; shredder; postage machine; and copier.

**THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT.** Nothing in this job description restricts Garfield County's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the County's current assignment of essential functions. Those functions may change at any time as the needs of the County change or for other reasons deemed appropriate by the County.