

SUPERVISING ACCOUNTING TECHNICIAN

0213

GENERAL DESCRIPTION

The SUPERVISING ACCOUNTING TECHNICIAN does accounting technician duties and supervises accounting technician or office support staff. All positions in this class supervise and are excluded from collective bargaining.

DISTINGUISHING FEATURES

This is a single classification and not currently part of a series of classes.

Also see the Allocation Guide for a discussion of the distinctions between Accounting Technician and Accountant positions, and characteristics that affect complexity.

CHARACTERISTIC DUTIES

The duties listed below are not inclusive but characteristic of the type and level of work associated with this class. Individual positions may do all or some combination of the duties listed below and other related duties.

1. Supervision

Supervises technicians or office support staff doing specialized accounting duties. Plans, assigns, and reviews work of staff, adjusting work assignments and schedules to maintain adequate staffing levels and respond to fluctuating workloads. Evaluates employee performance and prepares performance appraisals. Assesses training needs of staff and arranges for or provides appropriate instruction.

Reviews applicant's credentials, participates in the interview process, and hires or effectively recommends hiring staff. Resolves personnel problems, complaints, and formal grievances at the first level. Disciplines and rewards employees and counsels employees in work related activities, personal growth, and career development.

2. Financial Transactions and Records

Monitors and gives information about a variety of fiscal areas such as federal and state grants, budgets, monthly benefit accounts, contracts, etc. Diagrams the flow of a transaction through an accounting process using debits and credits to decide if the more complex accounting entries are correct. Reviews errors and edits to isolate a problem and decides how to resolve it.

Explains and coordinates accounting policies, practices and procedures with department, state, and federal officials, vendors, or the public.

Reviews and processes accounts receivable, payable, travel expenses contested or complicated (e.g., long-term, out-of-state travel), financial contracts, pre- and postaudit billings and payments. Reviews documentation to decide dollars owed to vendors or that the state is eligible to receive. Establishes structures in a system, processes transactions, monitors activity, and prepares adjusting and closing entries for a project or program.

Examines for accuracy, propriety, and reasonableness and balances monthly revenues and expenditures, subsidiary and control accounts, collections, inventory, and other financial information having interrelated accounts.

3. Reporting

Prepares financial and statistical reports such as statements of cash receipts and disbursements, accounts payable and receivable, supporting schedules, profit and loss, and other detail and summary reports pertinent to operation of the financial entity. Prepares special statements, reports, schedules deciding a suitable presentation format.

4. Internal Activities

Applies thorough understanding of the operation of accounting systems and structures to troubleshoot existing or test new or modified accounting systems and report functionality. Is the technical resource to the staff.

Records changes affecting net wages (e.g., gross pay adjustments, exemptions, insurance coverage or voluntary deductions) to update master payroll records in complex payroll operations (i.e., multiple shifts, multiple collective bargaining agreements, multiple payroll systems, large, decentralized field structures with remote entry, etc.) Assures compliance with governing regulations (e.g., collective bargaining agreements, Fair Labor Standard Act (FLSA), COBRA, PERS, Wage and Hour, Family Medical Leave Act (FMLA), etc.).

Explains application of governing regulations to employees and managers. Responds to employee questions about payroll and insurance processes. Explains insurance options to new hires and changes to employees during open enrollment. Counsels employees about insurance options. May train management staff in areas such as FLSA or FMLA compliance.

RELATIONSHIP WITH OTHERS

The Supervising Accounting Technician regularly has telephone or in person contact with employees of other units, other agencies, or vendors to exchange information and explain system operation. The employee has regular telephone contact with individuals external to the agency to clarify information, resolve discrepancies, or explain agency accounting policies or procedures.

SUPERVISION RECEIVED

The Supervising Accounting Technician works under general supervision from accounting manager, unit managers, or other administrative superiors. The employee receives guidance in areas such as the interpretation and application of agency policies and procedures, applicable State or Federal regulations, special project requirements, accounting procedures, and employee relations. As needed, a supervisor or higher-level accountant reviews the employee's work to ensure accuracy, completeness, and compliance with accounting and personnel procedures and regulatory standards.

The State's accounting manual, payroll manual, agency accounting practices and procedures, accounting system operation, collective bargaining agreements, and personnel rules also guide the work.

SUPERVISION EXERCISED

The Supervising Accounting Technician supervises, plans, and reviews the work of accounting technicians and office support staff who do specialized accounting duties that do not require the knowledge and application of accounting theory. The employee reviews the work during the assignment or upon completion. The review is for compliance to State and Federal regulations and accounting policies and procedures.

KNOWLEDGE AND SKILLS (KS)

Extensive knowledge of bookkeeping principles, practices, and procedures.
 Basic knowledge of governmental accounting policies, procedures, and operations.
 Basic knowledge of computer operations.
 Basic knowledge of supervising techniques and methods.

Skill applying accounting methods and procedures.
 Skill compiling and consolidating accounting information for various fiscal or budget reports.
 Skill applying rules, policies, and procedures to work assignments.
 Skill operating a calculator or ten-key adding machines.
 Skill operating a computer terminal or microcomputer to enter, update, and retrieve fiscal information.
 Skill instructing others in office or bookkeeping procedures or methods.
 Skill reviewing others' work for compliance and accuracy.
 Skill tracking errors and resolving discrepancies in accounting records.
 Skill giving information about and solving bookkeeping or accounting problems.
 Skill responding to questions about accounting or fiscal issues.
 Skill working in a group to resolve a problem or complete a project.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

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Revised

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 Human Resource Services Division