

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

---

<b>CLASS TITLE:</b>	<b>ACCOUNT SPECIALIST SUPERVISOR</b>
<b>DEPARTMENT:</b>	<b>VARIOUS</b>
<b>REPORTS TO:</b>	<b>VARIOUS</b>
<b>CIVIL SERVICE:</b>	<b>YES</b>

---

<b>CLASS CODE: 0127</b>
<b>FLSA STATUS: N</b>
<b>DATE: 01/00 REV. 2/07</b>
<b>BARGAINING UNIT: SEIU</b>

**JOB SUMMARY:**

Under general direction supervises and performs a variety of complex accounting functions which include compiling information for and disseminating complex management reports and tracking various programs; authorizing payments and processing accounts payable through the County's financial system; coordinating and reconciling monthly appropriations; collecting, organizing and reporting financial information used in audits, budget development and related financial processes; and working on special accounting projects..

**DISTINGUISHING CHARACTERISTICS:**

Account Specialist Supervisor is the first line supervisory level within the Account Specialist series. It is distinguished from the Accounting Specialist III by the responsibility for providing direct supervision to staff and the performance of more complex work assignments. Account Specialist Supervisor is distinguished from the Accountant by the performance of professional level accounting work performed by the Accountant.

This classification is comparable in responsibility, complexity and scope of duties to Merit Systems' Account Clerk Supervisor.

**SUPERVISION EXERCISED:**

Accounting Specialist Supervisor exercises direct supervision over technical and clerical staff.

**EXAMPLES OF DUTIES:** *Duties may include but are not limited to the following:*

- Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems; controls work production and activities, to include procedures, allocation of resources and ensuring deadlines are met.
- Manages functions of systems and acts as liaison to include making applicable changes, requesting training and/or requesting system upgrades through appropriate personnel.
- Produces complex management reports on a regular basis containing information pertinent to budget tracking, program development, and related financial functions.
- Performs accounting and fiscal operations unique to division/department.
- Reviews, interprets, and implements legislative changes; updates procedures in accordance. Ensures quality standards and compliance with regulations are maintained.
- Tracks various budgetary issues including program costs, operating expenses, and payroll costs, and assists in budget development.
- Performs special assignments as requested, to include researching and preparing reports and projects, developing and implementing programs, administering state and federal grants and presenting technical data to management, elected officials, and others.
- Develops and monitors contracts and MOUs.
- Provides information, advice, feedback, or assistance to others within the department to refine work outputs or resolve problems.
- Audits payable, claims, purchase orders and/or invoices, checking for accuracy of data entry and adherence to County policies and procedures; researches and corrects errors; reviews and processes invoices; tracks and reports expenditures and payments.
- Collaborates, persuades, and negotiates with others outside own work area to coordinate efforts and maintain cooperative and efficient relations.
- Enters and retrieves information from a computer terminal; uses the computer system to retrieve a variety of daily, monthly and yearly reports; audits program files.
- Disseminates a variety of information to various agencies, divisions, or departments via telephone, employee meetings, mail or fax.
- Maintains and upgrades knowledge, skills, and development by attending seminars and training programs and reading

trade and professional journals and publications.

- Acts as superior, in his/her absence, for temporary period.
- May serve as backup for other positions within the department.
- Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Personal Computer and/or Terminal  
General Office Equipment

Typewriter  
Adding Machine

Postage Machine

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Associate's degree from a two-year college or technical school; AND, five years of progressively responsible experience performing bookkeeping/accounting functions that included processing accounts payable and accounts receivable, preparing a variety of financial reports, and tracking and auditing invoices, with one year that included lead work responsibilities; or, an equivalent combination of training and education.

**Licenses and Certifications:**

None

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

- Principles and practices of effective supervision and training.
- Administration of staff and activities.
- Policies and procedures, codes, ordinances and departmental operating standards in assigned department.
- Basic principles and practices of accounting.
- Basic budgetary and grant principles and practices.
- Principles and practices of governmental accounts maintenance and operations, including accounts payable, accounts receivable, auditing and payroll procedures and laws.
- Administrative principles and practices including goal setting and implementation.
- Record keeping, report preparation, filing methods and records management techniques.
- Applicable state, federal and local ordinances, laws, rules and regulations.
- Methods and techniques of research, statistical analysis and report presentation.
- Customer service techniques.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- General office procedures, policies and practices, as well as knowledge of computer applications and hardware and other and other general office equipment related to the performance of the essential functions of the job.
- Standard business arithmetic, including percentages and decimals.

**Skill in:**

- Selecting and motivating staff, planning, organizing, assigning, directing, reviewing, evaluating the work of staff and providing for their training and professional development.
- Preparing clear and concise reports, correspondence and other written materials.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Analyzing and resolving office administrative situations and problems.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Applying logical thinking to solve problems or accomplish tasks; understanding, interpreting and communicating complicated policies, procedures and protocols.
- Operating and performing complex computer programs via a computer.

- Using mathematics.
- Communicating clearly and effectively, both orally and in writing.
- Operating and routine maintenance of general office machines such as copiers, typewriter and/or word processing software, facsimile machines (FAX), telephone systems, and other standard office equipment.

**Mental and Physical Ability to:**

- Read, analyze and interpret professional periodicals and journals, technical procedures and government regulations, instructions, routine correspondence and memos.
- Write reports, correspondence, and procedure manuals.
- Apply concepts such as fractions, percentages, ratios and proportions to practical situations.
- Read, write and perform basic arithmetic calculations in reviewing purchase orders, developing staffing plans and preparing and using budget materials.
- Solve practical problems and deal with a variety of variables in situations where only limited standardization exists.
- Interpret a variety of instructions in written, oral, diagram or schedule form.
- Define problems, collect data, establish facts and draw valid conclusions.
- Establish and maintain effective working relationships with others.
- While performing the essential functions of this job, the incumbent is regularly required to sit, use hands to finger, handle, or feel objects, to reach with hands and arms, and speak and hear.
- Lift and carry, push and/or pull, or move items weighing up to 20 pounds.

**Working Conditions:**

- Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.
- The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.