

TITLE: ACCOUNTING ADMINISTRATOR

CODE: 12265

GENERAL DESCRIPTION:

This is very responsible accounting management work involving the direction of a major revenue or expenditure accounting operation.

Work involves responsibility for timely and accurate processing, analysis and planning of accounting activities. Duties include direction of accounting operations, coordinating programs, and performing selected accounting analyses. This position also has the responsibility for making difficult revenue or expenditure, accounting decisions. This work requires that the employee have considerable knowledge, skill and ability in revenue or expenditure accounting.

SUPERVISION RECEIVED:

Works under the general supervision of a Manager in the Finance Function.

EXAMPLES OF DUTIES:

Schedules, assigns, supervises and evaluates the work of a medium size work group in either revenue or expenditure accounting.

Analyzes complex financial issues and accounting problems and procedures and prepares recommendations and financial reports. Develops and implements computer models or procedures.

Fills out forms and reports on completed work assignments and completes employee time records.

Drafts unit budget and specialized budgets and controls expenditures within approved fund allocations.

Trains and counsels employees. Administers union contract language and oral warnings, and recommends higher level discipline. Assists in employee selection. Assures safe work practices.

Coordinates activities on a short and long term basis to assure personnel, materials and equipment necessary for projects and objectives.

Performs related work as required.

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KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of governmental financial accounting principles and practices.

Considerable knowledge of public administration principles and practices as applied to a varied organizational finance unit.

Considerable ability to communicate orally and in writing and to lead others in work groups of varied size and purpose.

Considerable ability in governmental accounting as applied to a multi-service regional utility.

Considerable ability to administer policies and procedures including planning, financial management, decision-making, and report development and writing.

Good ability to supervise the work of varied work groups directly and through subordinate leaders.

Considerable ability to establish and maintain effective working relationships with coworkers, vendors, contractors, consultants, other governmental agencies and customers.

QUALIFICATIONS:

A bachelor's degree from a recognized college or university in accounting, finance, business or public administration plus six years of progressively responsible governmental accounting experience including at least some supervisory experience.

SPECIAL REQUIREMENTS:

None.