

**Alaska Court System
Class Specification**

ACCOUNTING SUPERVISOR

Range: 18

EEO4: 02

SOC: 13-2010

Class Code: C0146

Definition:

Under the general direction of the Chief Financial Officer, the Accounting Supervisor supervises, directs, and coordinates the daily operations of the accounting section of the Fiscal Operations department. The accounting section is responsible for all accounts payable, accounts receivable, travel, jury payables, grants management and oversight, and reimbursable service agreements functions for the court system. This is a supervisory job class with substantial authority to employ, discipline, and adjudicate the grievances of subordinate employees.

Distinguishing Characteristics:

The Accounting Supervisor is a single position job class working under the general direction of the Chief Financial Officer.

Supervision Received: The Accounting Supervisor works under the general supervision of the Chief Financial Officer.

Supervision Exercised: The Accounting Supervisor performs and provides supervision for staff engaged in classification and verification of accounting transactions; accounts maintenance, transactions and adjustments; accounts record-keeping; accounts reconciliation; and analysis of accounting data and report preparation.

Independent Judgment: Duties require a broad, in-depth practical knowledge of accounting methods, procedures, and techniques to coordinate activities and ensure the accuracy of difficult or complex transactions.

Examples of Duties:

Record budgetary transactions based on legislation, appropriation bills, revise programs, reimbursable service agreements and grant award documents. Recommend transfers between budget components.

Certify financial documents in the accounting system. Monitor expenditures for compliance within budget parameters.

Maintain the court system's chart of accounts, create new appropriation structures, co-location codes, and ledger codes; establish relationships between codes and structures within funding sources.

Responsible for financial aspects of all federal, state or other entity grants. Account for expenditures and revenues for federal grants or third party reimbursements. Prepare federal reports and letter of credit draw downs for grants. Review grant expenditures for accuracy and compliance with match requirements. Maintain all financial files for grants.

Train, direct, and supervise subordinates in the classification and verification of accounting transactions, account maintenance and adjustments, account reconciliation, analysis of accounting data, record keeping and report preparation.

Advise managers and staff on technical accounting procedures, operations, controls and distribution functions; provide interpretation and explanation of rules, laws, regulations and procedures.

Prepare report queries using Geneva, the state's reporting software package; provide reports or output data as needed.

Coordinate with the Division of Finance and the state computer network to set up computer log-on access and access to the state's payroll and accounting systems.

Knowledge, Skills, and Abilities:

The Accounting Supervisor requires knowledge of:

- Governmental budgeting, accounting, and reporting principles and practices;
- Fiscal and banking practices;
- Management policies and procedures of the Alaska Court System; and
- Budgetary, fiscal, and management policies and procedures of the State of Alaska.

The Accounting Supervisor requires skill in order to:

- Apply accounting and management analysis principles to the accounting problems of the Alaska Court System; and
- Communicate required actions necessary in the resolution of these problems.

The Accounting Supervisor requires the ability to:

- Research, compile, and analyze data;
- Prepare accurate, complete, and concise financial reports, budgets, and statements;
- Communicate effectively with others verbally and in writing;
- Establish and maintain cooperative working relationships; and
- Effectively train, supervise, and evaluate subordinate employees.

Minimum Qualifications:

A bachelor's degree from an accredited college in accounting, business administration or other directly related subject area;

AND

One year of responsible technical/professional level work experience in accounting systems AND one year of lead or supervisory experience.

Substitution:

Additional appropriate work experience in accounting or in a directly related field may be substituted for the college education on a year-for-year basis. However, the one year of technical/professional work experience in accounting systems and the one year of lead or supervisory experience may not be substituted.

06/90 – Revised

10/99 - Revised

05/10 - Revised, Job Title and Salary Range Change, WPA

02/14 – Remove MQQ's

05/15 – SOC Change