# SANTA CLARA COUNTY OFFICE OF EDUCATION Personnel Commission

## CLASSTITLE: SUPERVISOR - ACCOUNTING SERVICES

### BASIC FUNCTION:

Under the direction of the Assistant Director - Internal Business Services, supervises, organizes, and performs complex professiona

Supervisor -

#### ABILITYTO:

Perform a variety of complex accounting, budget development, analysis, monitoring, and expenditure work as well as fiscal analysis and monitoring work related to financial and accounting transactions.

Gather, organize, analyze, and present a variety of information, including the performance of statistical analysis. Make decisions of a significant impact or consequence.

Supervise and evaluate the performance of assigned personnel.

Train, provide technical assistance, advice and direction to program personnel, and fiscal support staff.

Plan, organize, and prioritize work assignments to meet requirements and facilitate workflow.

Prepare, audit, and analyze complex financial statements, budget forecasts, fiscal analytical reports, summaries, schedules, tables, charts, and illustrations.

Develop, maintain, and revise complex accounting, budget, and auditing systems, including program budgets and appropriate internal fiscal controls.

Skillfully utilize automated accounting, financial management, and management information systems.

Effectively utilize automated accounting information systems and related software applications.

Develop and conduct training workshops.

Research, analyze, interpret, and apply pertinent codes, laws, rules, and regulations to professional accounting work, budget analysis work, fiscal solvency, and financial transactions.

Identify complex problem areas or situations, evaluate problem causes, and take appropriate action to resolve identified problems.

Make arithmetical calculations quickly and accurately and identify and correct errors in arithmetical calculations made by others.

Effectively represent the SCODE in working with customers.

Communicate effectively, both orally and in writing, to large and small groups.

Establish and maintain a cooperative working relationship with those contacted in the course of assigned responsibilities.

#### EDUCATION AND EXPERIENCE:

\_\_\_\_\_: Bachelor's degree from an accredited college or university with coursework in accounting, business administration, or a related field, and three years of professional accounting and budgeting experience, including two years in school or governmental accounting.

#### LICENSES AND OTHER REQUIREMENTS.

A valid California Driver's License.

May require: Possession of or ability to obtain certification or its equivalent as a Certified Public Accountant as issued by the State of California.

#### WORKING CONDITIONS

#### **ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

#### PHYSICAL DEMANDS

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.