CLASS TITLE: Supervisor of Disbursements

CHARACTERISTICS OF THE CLASS: Under general supervision, supervises, plans and organizes the activities of the computerized accounting and auditing section of the Disbursements Division of the Department of Finance, and performs related duties as required.

EXAMPLES OF DUTIES: Supervises the balancing and maintenance of the daily financial reports generated by the City's computerized accounting system; supervises the auditing of supply contracts, purchase orders and direct vouchers for the purpose of ensuring accuracy of information and conformity to expenditure requirements; coordinates the year-end closing of all city accounts including carrying over all contract balances to the next year; supervises the preparation of monthly statements of disbursements and encumbrances of the Corporate Fund; issues stop payment orders on lost, missing or stolen checks; functions as liaison with Data Center representatives in order to evaluate and coordinate new programs and systems to be implemented on the computerized accounting system.

Distributes monthly management and contract reports to city departments; advises city departments and agencies regarding the correct distribution of voucher changes and related accounting transactions; maintains a lien file on city contracts.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in Accounting, supplemented by five years of accounting or auditing related experience, including two years of supervisory experience, or an equivalent combination of training and experience is required.

Knowledge, Abilities and Skill. Considerable knowledge of accounting principles; good knowledge of financial operations of city government; good knowledge of relevant municipal ordinances, rules and regulations. Ability to plan, assign and supervise the work of subordinate employees. Ability to exercise tact and good judgment in dealing with subordinates, management personnel and other governmental agencies. Good working skill in the application of modern accounting methods and techniques.