CLASS TITLE: SUPERVISOR OF ACCOUNTS

CHARACTERISTICS OF THE CLASS

Under general supervision, oversees and participates in the fiscal management of the operating budget for a small City department, and performs related duties as required

ESSENTIAL DUTIES

- Coordinates and monitors the work of staff engaged in accounts payable/receivable, purchasing, and budget preparation activities
- Compiles budget requests from departmental divisions and recommends spending levels based on previous expenditures and proposed programs and services
- Updates and maintains database records to analyze current and future funding
- Oversees the preparation and processing of vouchers for payment to vendors and for interfund services
- Serves as a liaison to private contractors and operating departments in tracking the status of processed payments and resolving related issues
- Requests the transfer of monies between accounts to ensure fund availability
- Prepares financial reports to summarize expenditures
- Maintains control over departmental accounts (e.g., posts financial transactions to manual and computerized ledgers)
- Monitors payroll expenditures for temporary or seasonal employees
- Coordinates and provides general administrative support for the department
- Instructs personnel in new or modified accounting systems and processing procedures, as needed

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Accounting, Finance, or a related degree with 15 semester hours in Accounting, supplemented by three years of progressively responsible professional accounting experience; or an equivalent combination of education and experience

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)

- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems)
- Adding machine

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Moderate knowledge of:

- *generally accepted accounting principles, methods, practices, and procedures
- budget preparation and procurement methods, practices, and procedures
- *applicable financial analysis and reporting principles, methods, practices, and procedures
- general spreadsheet methods, practices, and procedures

Some knowledge of:

- Oracle applications
- generally accepted fiscal policy principles, methods, practices, and procedures
- generally accepted auditing principles, methods, practices and procedures
- financial management principles, methods, practices, and procedures
- supervisory methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *MATHEMATICS - Use mathematics to solve problems
- *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- *TIME MANAGEMENT - Manage one's own time and the time of others
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- INSTRUCTING - Teach others how to do something
- *JUDGMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- CONCENTRATE - Concentrate on a task over a period of time without being distracted
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- REASON MATHEMATICALLY - Choose the right mathematical methods or formulas to solve a problem

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- CONCERN FOR OTHERS - Demonstrate sensitivity to others' needs and feelings and be understanding and helpful on the job
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
June 2009 (Valtera Corporation)

Approved by: _____

Date: _____