

HIGHER EDUCATION PERSONNEL BOARD

Class Code: 3010

Class Code: 3011

Specification for Class

ACCOUNTING SUPERVISOR I, II

Abolished Effective February 10, 2006

CLASS SERIES CONCEPT

Supervise staff in accounting/fiscal activities.

BASIC FUNCTION

Supervise staff in a central accounting office. Provide guidance and direction in fiscal and accounting procedures, and perform professional accounting functions.

DISTINGUISHING CHARACTERISTICS

With delegated authority, interview and recommend selection of applicants, conduct training, assign and schedule work, act upon leave requests, conduct annual performance evaluations and recommend disciplinary action;

Accounting Supervisor I: As a working supervisor, perform many professional accounting functions; supervise Fiscal Technicians, or equivalent; may supervise a minimum number of Accountants;

Accounting Supervisor II: Supervise professional accountants and be responsible for more than one functional area.

TYPICAL WORK

Coordinate accounting policy with institutional policy and institutional activities; provide for continuing data processing support to include the development and implementation of required changes and procedures;

Coordinate with department heads, division chiefs and other institutional administrative officials on accounting policy and procedures; determine methods and procedures where required;

Establish, integrate, and maintain accounting sub-systems and methods; review internal policy for compliance with Washington State Office of Financial Management standards and procedures;

Assist in, or direct and develop budget planning within areas of activity and responsibility; make recommendations for changes or refinement in budgeting areas;

Respond to audit reports, take corrective management actions; initiate changes to meet discrepancies or noncompliance cited by the auditor;

Provide management guidance to subordinates for long-term fiscal cyclic requirements; determine deadlines and plan staffing requirements for special fiscal projects; initiate and develop fiscal management reports as required for effective accounting and management practices;

Supervise staff participating in a wide variety of fiscal activities such as preparation of reconciliations, reports, accounts payable, payroll, general ledger activity, and other fiscally related activity such as purchasing, cashiering and other office activities;

May participate in professional accounting functions, in addition to performing supervisory responsibilities;

Perform related duties as required.

MINIMUM QUALIFICATIONS

Accounting Supervisor I: A Bachelor's Degree in accounting, business administration, computer science, economics, or closely related field which includes thirty quarter hours or twenty semester hours of college-level accounting courses, AND two years full-time experience as a professional accountant including either eighteen months as an Accountant, Principal or eighteen months of supervisory experience

OR

four years of experience as a Fiscal Technician, or equivalent in the public sector, AND thirty quarter hours or twenty semester hours of college-level accounting AND two years of full-time experience as a professional accountant including either eighteen months as an Accountant, Principal or eighteen months of supervisory experience.

Accounting Supervisor II: A Bachelor's Degree in accounting, business administration, computer science, economics, or closely related field which includes thirty quarter hours or twenty semester hours of college-level accounting courses AND four years of full-time experience as a professional accountant including either two years as an Accountant, Principal or two years of supervisory experience

OR

four years of experience as a Fiscal Technician, or equivalent in the public sector, AND thirty quarter hours or twenty semester hours of college-level accounting AND four years of full-time experience as a professional accountant including either two years as an Accountant, Principal or two years of supervisory experience.

Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements, such as a license/certification/registration.

New Class (Fiscal Supervisor A, B, C): 1-03-73

Revise Title & Class (Accounting Supervisor I, II, III): 8-16-74

Revise Title & Class (III): 4-15-82 (Effective 5-1-82)

Revise Class (Accounting Supervisor I, II): 1-18-88

Revise MQ: 7-2-90