SUPERVISING ACCOUNT CLERK I

DEFINITION:

Under general supervision, assigns, reviews and coordinates the work of staff performing bookkeeping activities, or supervises staff in a small bookkeeping unit; devotes a large portion unit; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

The Supervising Account Clerk I classification is used in County departments and is normally identified by either:

1. Assigning, reviewing and coordinating the work of a bookkeeping unit consisting of at least four subordinates. Incumbents functioning in this capacity normally do not select, evaluate, discipline or promote subordinates. They may provide input or be present during the process, but do not effectively recommend or make the final decision. Incumbents routinely perform the same or similar work as their subordinates.

2. Supervising a small bookkeeping unit consisting of two to four subordinates. Supervisory responsibilities are characterized by selecting, evaluating, disciplining and promoting subordinates. This is accomplished independently or through recommendations that are routinely accepted and acted upon accordingly. Incumbents routinely perform the same or similar work as their subordinates.

This classification differs from the next higher level of Supervising Account Clerk II in that the latter normally has full supervisory responsibility (including selecting, evaluating, disciplining and promoting subordinates) for a bookkeeping unit consisting of five to fourteen subordinates. The Supervising Account Clerk I differs from the Account Clerk III in terms of number of subordinates or supervisory responsibilities.

TYPICAL TASKS:

1. Coordination Tasks (four or more employees)
   A. Assigns, reviews and coordinates the work of a bookkeeping unit.
   B. Establishes and distributes work schedules and priorities.
   C. Reviews and recommends changes to improve work flow.
   D. May participate is interviewing job applicants.
   E. May make suggestions for work performance evaluation.
   F. Trains and orients new employees in the unit.
SUPERVISING ACCOUNT CLERK | (Cont’d)

TYPICAL TASKS: (Cont’d)

2. Supervising Tasks (two to four employees)
   A. Selects, evaluates, disciplines and promotes subordinates.
   B. Establishes overtime and vacation schedules.
   C. Develops and implements policies and procedures for unit.
   D. Trains and orients new employees in the unit.

3. Allocates a large proportion of time to performing routine or complex tasks similar to those performed by subordinates.
   A. Maintains departmental appropriation, expenditure and revenue records, including: monitoring budget units, contracts and accounts; checking and balancing records for arithmetic errors, completeness of budget codes; and preparing forms to transfer funds.
   B. Performs the more complex posting of financial transactions, including: distributing costs or payments to various accounts; posting to accounts, journals, ledgers, on paper or machine; and making adjustments to accounts.
   C. Researches accounts, which involves reviewing accounts for proper payments, charges and statements; making adjustments to accounts and balancing, resolving or reconciling discrepancies between payments, receipts or accounts.
   D. Audits charges, including: checking and verifying codes and fees for conformity to laws, rules or regulations.
   E. Prepares reports, including: preparation of technical financial reports, statements, and periodic reports on condition of appropriation, accrual, receipts, contracts, demands payable and accounts receivable; and completes various forms and documents.
   F. Audits or verifies the more complex tax returns and reports, including: determining appropriate tax fees, charges or fines; checking for completeness and accuracy and reconciling discrepancies.
   G. Operates office equipment, including: operation of an adding machine, typewriter, computer related equipment, duplicating machine, cash register, multi-line telephone system, and other equipment.
   H. Obtains information from the public, including: vendors and debtors, and other departments and agencies as well as provides information concerning accounts, contracts budgets and financial transactions.
   I. May be assigned responsibility for establishing new or modifying existing bookkeeping procedures.
   J. May perform various other clerical tasks, including: typing; filing; processing and maintaining records; composing and editing reports and correspondence; delivering or picking up materials; collating and stapling papers by hand or machine; and issuing stores.
SUPERVISING ACCOUNT CLERK I (Cont’d)

TYPICAL TASKS: (Cont’d)

4. Translates as required to serve public needs. Translating may be oral or in written form.

MINIMUM QUALIFICATIONS:

Experience: Four years of increasingly responsible bookkeeping work.

Other:
1. Ability to type may be required.
2. Recruitment or certification may be limited to persons with specific skills or experiences as determined by departmental needs.
3. Ability to operate a ten-key adding machine or calculator may be required.

JCN: 3235
SUPERVISING ACCOUNT CLERK II

DEFINITION:

Under general supervision, plans, directs and supervises a staff engaged in bookkeeping activities; personally performs only the most difficult work; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

The Supervising Account Clerk II classification is used in County departments and plans, directs and supervises a staff primarily engaged in bookkeeping activities. A Supervising Account Clerk II is normally responsible for a unit consisting of five to fourteen employees and is responsible for selecting, evaluating, disciplining and promoting subordinates. As a full supervisory class, incumbents are primarily oriented to planning, organizing and directing work accomplishment and do not generally devote a preponderance of time personally performing the same or similar duties as subordinate staff.

The Supervising Account Clerk II differs from the Supervising Account Clerk I in terms of size of staff supervised or supervisory responsibilities; the latter may not select, evaluate, discipline or promote subordinates.

Incumbents are expected to be knowledgeable of a wide variety of bookkeeping procedures; possess organizational and supervisory skills; and relate well to management and employees at all levels, as well as the public.

TYPICAL TASKS:

1. Supervises a unit consisting of five to fourteen subordinates primarily involved in bookkeeping services. Supervising includes selecting, evaluating, disciplining and promoting staff.

2. Authorizes overtime, vacation schedules and shift assignments.

3. Investigates and resolves grievances of employees.

4. Evaluates, develops and implements policies and procedures for the unit. This may involve coordinating with managers in the department and in other departments or agencies.

5. Trains and orients new employees. May conduct training seminars for employees from other work units.

6. Conducts special studies and projects for departmental management and may represent the department at meetings and on committees.

7. Personally performs only the most complex work in the unit. Incumbents normally spend the majority of time in a supervising capacity as opposed to performing the same or similar duties as subordinates.

8. Translates as required to serve public needs. Translating may be oral or in written form.
SUPERVISING ACCOUNT CLERK II  (Cont'd)

MINIMUM QUALIFICATIONS:

Experience:   Four years of increasingly responsible bookkeeping work, one year of which must have involved coordinating and reviewing the work of others.

Other: 1. Ability to type may be required.

2. Ability to operate a ten-key adding machine or calculator may be required.

3. Possession of a valid California Driver's License may be required.

JCN: 3240