

ACCOUNTING SUPERVISOR

DEFINITION: Under direction, performs work of considerable difficulty in planning, organizing, directing, and evaluating the work of subordinate accountants, technicians and clerical staff; responsible for the overall operation of accounting systems, including the design of manual and automated accounting and information systems, analyzing accounting data and methods, preparing procedures, manuals, reports, recommendations and financial statements; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Plans, assigns and supervises the activities of employees involved in accounting, research and/or clerical duties related to operating complex accounting and information systems; work is reviewed through both annual and intermittent internal audits, conferences and reports for adherence to policy and pertinent laws and regulations, adequacy of professional judgment and the quality, quantity and efficiency of the functions supervised; oversees daily processing and accounting for revenue and expenditures; audits and reports financial transactions to funding sources.

Reviews and approves all financial reports, advance funds and reimbursement invoices; reviews original budgets, budget transfers for propriety and authorizes processing; conducts special studies and analysis of existing accounting methods such as payroll and general disbursement clearing funds, interest distribution, or depreciation schedules, in order to ascertain the adequacy of internal controls, the efficiency of accounting procedures, and the effectiveness in meeting overall management requirements; prepares financial statements and required reports; recommends improved accounting procedures.

Participates in complex organizational and procedural analysis; plans, assigns, supervises and reviews the work of subordinate employees engaged in the operation of complex automated accounting and information systems, such as accounts payable, payroll, data control and data entry; supervises the review and batching of computer printouts, year-end closing procedures, and the accurate and timely processing of all transactions; interacts and assists auditors with audit data and other required information, as appropriate; may be delegated in the absence of the Accounting Manager.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of general governmental accounting and financial administration principles and practices including automated accounting systems.

Knowledge of Navajo Nation, Federal and State laws, regulations and guidelines governing aspects of tribal operations relative to auditing, purchasing, grants, risk management, budgeting and accounting.

Knowledge of modern office procedures and practices, used in accounting transactions, including record keeping and data security methods and techniques.

Knowledge of supervisory methods and techniques.

Skill in operating and developing computer databases and spreadsheet files.

Skill in analyzing financial systems, procedures, and controls.

Skill in applying judgment in the release of confidential information.

Skill in supervising staff.

Skill in establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

ACCOUNTING SUPERVISOR

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Accounting, Finance, Business Administration or closely related field; and four (4) years of progressively responsible administrative or management work experience involving financial and accounting systems, budget and fiscal policy analysis and information systems, two (2) years of which must have been in a lead or supervisory capacity.

PREFERRED QUALIFICATIONS:

- Master's degree in Accounting, Finance, Business Administration or related field.
- Professional accounting experience including the preparation of complex financial reports.
- Advanced supervisory experience in the application of accounting principles and methods.
- Proficiency in computerized accounting systems and applications.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.