

LOCAL HEALTH PERSONNEL JOB DESCRIPTION

CLASS TITLE: Accounting Supervisor		
TITLE CODE: 1322	SERIES: Accounting/Financial	
SELECTION METHOD: 100% qualifying		SALARY: (MIN-MID) \$12.95-\$16.22 GRADE: 16 SPECIAL ENTRANCE RATE: May be adjusted at agency's discretion based upon additional education & experience.
POSITIONS IN THIS CLASS GENERALLY REPORT TO: Local Health Department Director or Finance Administrator		
PRIMARY USER AGENCY: LOCAL HEALTH DEPARTMENT		

CHARACTERISTICS OF THE CLASS: CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Responsible for establishing and maintaining financial policies, systems, and business processes based on requirements of federal, state and agency policies. This position is also responsible for directing and coordinating agency cash management of all governmental accounts and federal grants and provides ongoing supervision of assigned accounting staff.

MINIMUM REQUIREMENTS: MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

EDUCATION: Bachelor's degree in Business Administration, Public Administration, Public Health, Community Health, Accounting, Human Resource Management.

EXPERIENCE: One (1) year of experience in accounting, bookkeeping, payroll and accounts payable, business administration or closely related field in an administrative or management capacity.

SUBSTITUTION CLAUSE:

EDUCATION: Education in the field will substitute for the required experience not to exceed five (5) years.

EXPERIENCE: High School Diploma or GED and six (6) years of experience that demonstrates the required knowledge, skills and abilities will substitute for education and experience requirement.

SPECIAL REQUIREMENTS: (AGE, LICENSURE, REGULATION, ETC.) None

POST EMPLOYMENT REQUIREMENTS: EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. None

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION: EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Applies generally accepted accounting principles in recording financial activity in accounting systems and varied subsystems, prepares standard statutory, regulatory and GAAP financial and/or accounting reports, analyzes complex financial data and extracts and defines relevant information, interprets data for the purpose of determining past financial performance, monitors assigned accounting subsystems, responds to inquiries for solution of difficult accounting problems, gathers employment information and prepare payroll forms, calculating a variety of complex payroll totals, inputs data into the budget data entry system, audits and/or approves travel forms to determine allow ability, allocation and reasonableness and manages billing and cost center information. Participates in resolving grant and contract related issues, audits procurement requests for approval, and develops patient accounts policies and procedures that support the agency objectives and insure compliance of PSRS, EHMIS, home health billing and OASIS/Medicaid.

TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS: INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work typically is spent inside the office.

ADDITIONAL REQUIREMENTS:

Applicants and employees in this classification may be required to submit to a drug screening test and background check according to the agency's policies.

DATE CLASS ESTABLISHED: 7/1/06

DATE OF LAST REVISION: 12/23/08

THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.