



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 342.7

Job Title: **ACCOUNTING SERVICES SUPERVISOR**

Pay Grade: 17

### **GENERAL SUMMARY:**

Coordinates and performs a variety of non-routine accounting related activities. Supervises and checks the work of account clerks and senior account clerks.

### **RESPONSIBILITIES:**

- Supervises, schedules, trains and evaluates accounting clerks.
- Reviews and processes vouchers, department bills, journal vouchers, purchase orders, etc., for submission or submitted to the Controller's office. Researches problems on invoices to expedite payment of bills.
- Prepares annual, quarterly and monthly reports required by the department and various governmental agencies; e.g., Social Security Administration, CETA, Internal Revenue Service, etc.
- Analyzes and reconciles daily and monthly computer reports for warrants, payroll checks, budget transfers, revenues and expenditures.
- Maintains proper control and procedures in processing accounting transactions.
- Researches problems and/or management inquiries associated with posting transactions to the City's automated financial accounting system.
- Prepares operational reports; maintains time and attendance records.
- Assists with or performs special projects as assigned.
- Responds to customer inquiries beyond the scope of the subordinates.
- Designates and reviews lower level accounting work assignments for accuracy and completeness.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires an Associate's degree in Accounting, Finance or Business Administration with a minimum of 9 hours in accounting.

#### **EXPERIENCE:**

Two years of clerical accounting or bookkeeping experience are required.

Clerical accounting or bookkeeping experience may substitute for the degree requirement on a year-for-year basis.

## **SPECIFICATIONS: (continued)**

### **COMPLEXITY:**

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

### **IMPACT OF ACTIONS:**

Errors in work cause some expense and inconvenience. Work is typically performed under moderate to limited supervision with standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult questions.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions, such as hiring, terminations, pay changes of non-supervisory personnel.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with the clerical and technical staffs and occasionally with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., resolving problems and/or obtaining necessary information.

#### **External Contacts:**

Level of external contact is primarily with lower-level service representatives and vendors. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

### **PHYSICAL EFFORT:**

The position is physically comfortable; the individual has discretion about walking, standing, etc.

### **WORK ENVIRONMENT:**

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

### **PHYSICAL SKILL:**

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

### **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

### **JOB FAMILY:**

Account Clerk  
Senior Account Clerk  
Accounting Services Supervisor

*Effective Date: October 1990*

*Revised Date: August 2001*