

Oklahoma Department of Corrections
Unclassified Job Descriptor

ACCOUNTING SUPERVISOR

Basic Purpose:

Positions in this job manage, direct, coordinate and supervise the division's fiscal operations and financial accounting functions.

Typical Functions:

- Assigns, coordinates, and supervises the work of professional level accounting staff that performs specialized and routine accounting functions. Positions assigned to this job may also provide direct supervision to subordinate clerical staff.
- Maintains budgetary records for assigned units within the division, including posting and tracking purchase orders, monitoring encumbrances, and reviewing and posting invoices.
- Reconciles the division's budget reports and P-Card expenditures to agency reports on a monthly basis; prepares a monthly trending report.
- Meets accounting operational standards by contributing financial information to strategic plans and reviews; implementing production, productivity, quality, and customer-service standards; resolving problems; identifying system improvements.
- Provides the annual budget information for the division's accounting department to upper managers; monitors expenditures; identifies variances; implements corrective actions.
- Maintains budget and expense information used for monitoring division expenses. Corrects user errors and addresses problems and issues of a complex nature performed by accounting staff and/or those assigned to perform isolated accounting type activities.
- Handles routine problems with vendors related to purchasing and billing issues; reconciles purchase orders to expenses and facilitates the fiscal year-end close out process ensuring that all approved purchases have been paid.

Oklahoma Department of Corrections
Unclassified Job Descriptor

ACCOUNTING SUPERVISOR

Knowledge, Skills, and Abilities:

Possess a working knowledge of Generally Accepted Accounting Principles (GAAP) as established by the Government Accounting Standards Board (GASB) and the ability to use those principals in applying proper standards to transactions and budgets. Understand and demonstrate knowledge of the government accounting cycle, budgetary cycle, budget law, appropriations, encumbrances, and proper disbursement of budgeted funds. Knowledge of the principles and practices of business and public administration; of accounting practices and procedures; of fiscal reporting methods and requirements; of the principles and practices of supervision. Knowledge of, and skill in the use of, appropriate information technology with an advanced knowledge of accounting-related programs and software utilized in the production of customized reports. Ability to plan, direct, and coordinate the activities of others; to communicate effectively both orally and in writing; to establish and maintain effective working relationships; to organize and manage several projects simultaneously.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree in accounting or finance and four (4) years of professional level experience in accounting or finance or a closely related field. Substitution of a master's degree in accounting or finance for one (1) year of the required experience.