

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Department of Finance
Classified, GRADE 15
FLSA exempt position

ACCOUNTING SUPERVISOR

GENERAL STATEMENT OF DUTIES: Management of daily accounting processes within the Accounting Office of the Department of Finance.

DISTINGUISHING FEATURES OF THE CLASS: This is a single position managerial and technical class requiring comprehensive knowledge of accounting principles and practices; thorough knowledge of and experience in governmental accounting; and the ability to interact effectively with employees, colleagues and the public. Work is supervised by the Assistant Finance Director and Finance Director.

ADA REQUIREMENTS: This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; mental acuity is required to make rational decisions through sound logic and deduction; the worker is not subject to adverse environmental conditions.

EXAMPLES OF WORK: (Illustrative only)

Train, assign work to, supervise, and perform employee evaluations;

Oversee and review General Fund activity;

Make operational and strategic plans for the Accounting Office and assemble budget necessary to support them;

Provide technical guidance to Accounting Office employees;

Meet with staff to solve personnel, workflow, and technical issues; Interpret County policies regarding accounting matters;

Interact with Accounting Office internal and external customers to provide guidance and resolve issues;

Actively participate in efforts involving standardizing accounting procedures to achieve compliance with GASB rules;

Assist in the preparation of year-end financial statements;

Assist independent auditors as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Comprehensive knowledge of generally accepted accounting principles; comprehensive knowledge of governmental accounting principles and practices including those specifically related to general, capital project, grant, enterprise, and fiduciary funds; good knowledge of the State and County laws and regulations pertaining to the financial and administrative activities; ability to plan and supervise the work of others; working knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND TRAINING: Bachelor degree from an accredited four-year college or university in accounting, business or finance; considerable supervisory experience in the accounting field; minimum 7 years of experience in accounting work; Graduate degree in Accounting or related field or CPA preferable; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS : Must pass testing for Substance Abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Employee Acknowledgment

Est. 07/01/04
Rev. 07/01/06
Rev. 07/01/15