

ACCOUNTING SUPERVISOR MSTU DEPARTMENT

MAJOR FUNCTION

This is a highly knowledgeable supervisory position whose function is to supervise and assist staff engaged in bookkeeping, accounts maintenance, project tracking and administrative support for the programs of the department. Employees perform essential functions as outlined herein according the department, division, or functional assignment area.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

- Oversees and directs the activities of the accounting/bookkeeping division of the department.
- Maintains accounts payable records and tracks budget expenditures for all MSTU's and MSBU's under the MSTU Departments' management/direction.
- Prepares purchasing/procurement documents for Director's approval. Enters purchase requisitions for department and all MSTU's and MSBU's under department management.
- Prepares budget amendments and journal entries from Finance Plus program.
- Prepares monthly expenditure and revenue reports from Finance Plus program; balances internal spreadsheets to monthly reports generated by Finance Department on a monthly basis.
- Purchases office supplies, equipment, and capital purchases for the department through Procurement as needed for the department and all MSTU's and MSBU's under the management of the MSTU Department.
- Assists in the preparation of the annual budget including advising Director of any proposed shortfalls in budget revenues that will require increases to MSTU or MSBU per parcel assessments.

- Assists in preparation of agenda items for Director's approval and enters into SIRE agenda software program for MSTU Department, for all MSTU and MSBU's as well as advisory boards that are under management of MSTU Department.
- Manages procurement cards for the department and any MSTU's or MSBU's that have employees that possess procurement cards. Prepares credit card reports for department on weekly and monthly basis. Balances credit card purchases to reports and bank statements.
- Prepares project folders for new road or special projects including assigning project numbers and securing bid numbers from Procurement Department for all projects. Maintains files of projects in progress and follows up to ensure that required actions are completed. Processes work orders, change orders or other documents requiring office procedural knowledge. Coordinating with other county departments as needed or required.
- Prepares specifications for construction projects including working closely with design engineers to determine quantities, special instructions for projects, etc. Prepares road project bid books, prepares tabulations from specifications on road projects, outlines any discrepancies that may occur and notifies Procurement and Project Coordinators.
- Assists in management of project records and procurement records for department and all MSTU's and MSBU's under department's management.
- Attends meetings to discuss Value Engineering and price negotiation including taking notes that will be used for future reference.
- Monitors project warranty periods and prepares backup information for Director's approval to begin and end project warranty periods. Prepares agenda item in SIRE to place on BOCC agenda for consideration.
- Reviews contractors' draw requests for accuracy prior to given to Director for authorization for payment.
- Prepares minutes from any construction meetings or meetings with property owners in a clear and concise written form, addressing all subjects, information and items that will require an addendum, change order or other action.
- Run monthly before and after reports of MSTU data and prepares monthly comparison spreadsheets. Reports any discrepancies to IS Department.
- Maintains records of all changes made to parcels and notates reasons for changes for future reference as needed.
- Receives and resolves customer inquires and requests. Ensures that all inquiries and complaints are handled in a professional manner.
- Prepares monthly spreadsheets for project tracking and departmental reports.
- Closes monthly work order reports.
- Researches and resolves all receivable and payable problems.

- Prepares, researches, maintains, and monitors up to date technical information as required.
- Monitors both accounts payable and accounts receivable ledgers monthly.
- Performs audits of revenue collection, if any, on a regular basis.
- Updates departmental website on a regular basis with regard to project documents, reports, announcements, etc.
- Provides up to date, detailed reports, minutes, etc.
- Inspects draw requests and change orders to ensure accuracy before processing.
- Performs employee supervision tasks such as assigning and reviewing work of subordinates, etc.
- Assists in developing, reviewing and implementing annual department budget.
- Assists in development of new programs and projects by conducting research, gathering data, and preparing written or oral reports.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

SECONDARY DUTIES

- Performs other duties as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person and by phone contact.

SUPERVISION

Responsible for directly and regularly supervising work of a relatively small number of employees (two or more), with no indirect supervision. Includes assigning, directing, evaluating,

and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS

Education and Experience

Associate degree; and three years experience in office management; general office and computer skills; billing; data entry of new accounts and payments; problem solving and customer complaints; greater years of experience as specialist or lead worker may substitute for a portion of the required education; or an equivalent combination of education and experience.

Licenses

Valid Florida Drivers License.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from managers, clients, customers, and the general public.

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percentages and to draw and interpret bar graphs.
- Ability to figure discounts, interest, proportions and percentages.
- Ability to interpret complex and detailed financial data. Study manual work process to determine most effective methods for essential tasks.

Problem Solving Abilities

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Strong organizational skills. Ability to prioritize tasks and meet multiple deadlines.
- Can explain records, procedures to others as lead worker.
- Requires judgment regarding use of equipment, tools or material.

Specialized Skills and Abilities

- Knowledge of business English and spelling.
- Ability to enter and retrieve information on the computer.
- Ability to communicate tactfully and courteously with members of the public.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team

members are committed to the goals and objectives of the team.

Machines and Equipment

Employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, folding and postage machine, and/or other general office equipment in the completion of the tasks.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will frequently be required to stand, walk, sit, use hands to finger, handle or feel, talk or hear, and will occasionally be asked to lift up to 25 pounds. Vision requirements are close, distance, color, and peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to moving mechanical parts and airborne diseases and illnesses in working with the public. The typical noise level is moderate.

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