

ACCOUNT KEEPING AND COMPUTER OPERATIONS SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This position serves in a dual capacity, requiring supervisory and technical proficiency in account keeping and in data processing work. Responsibilities include scheduling and providing assistance to operating departments in the use of a computer through computer terminals and in implementation of software and programs. Responsibilities include providing direction and guidance to a small group of account keeping personnel in the technical processing of fiscal materials. Work is performed under general supervision of the Town Comptroller. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises and directs subordinate staff in account keeping processes and procedures;
Oversees data entry of account keeping information;
Coordinates account keeping operations with data processing;
Analyzes, classifies and charges receipts and expenditures to appropriate accounts;
Monitors and reconciles accounts receivable including and resolving account keeping problems and billing inquiries and complaints;
Reviews and reconciles employee payroll ledgers and records;
Monitors accounts payable in accordance with prescribed procedures;
Takes trial balances, proves general ledger and assumes responsibility for monthly budget and revenue reports;
Develops simplified operating instructions for computer hardware and software;
Provides training, direction and guidance to data entry terminal operators in data processing operating practices and procedures;
Coordinates the scheduling of computer time between departments when necessary;
Implements new programs for departments utilizing computer operations;
Investigates, identifies and resolves account keeping and computer operating problems;
May assist in the decision process involving the purchase of computer software and supplies,
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of municipal bookkeeping; good knowledge of the operation of electronic data processing equipment as it pertains to mini-computers and personal computers; good knowledge of supervisory practices, methods and techniques; ability to resolve account keeping and data processing problems; ability to schedule and coordinate the use of EDP equipment; ability to establish and maintain cooperative working relationships with department officials; ability to analyze and maintain financial data; ability to understand and comply with oral and written instructions.

MINIMUM QUALIFICATIONS: Either

- a) Graduation from high school or possession of a comparable diploma, and four (4) years experience in municipal account keeping work involving checking, reconciling, and maintaining payroll, accounts receivable or other financial records. Two (2) of the four (4) years must have included supervisory experience, preferably including the handling of consumer service inquiries and complaints; and one (1) year of experience in the operation of a computer system; or
- b) Six (6) years of experience in municipal account keeping work involving checking, reconciling, maintaining payroll, accounts receivable or other financial records. Three (3) of the six (6) years must have included supervisory responsibility, preferably including the handling of consumer service inquiries and complaints; and one (1) year experience in the operation of a computer system; or
- c) An equivalent combination of education and experience as indicated in a) and b) above.