NEW 02 AUG 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Account Clerk Supervisor	CODE: 16514C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general direction from accountant supervisor, fiscal officer or administrative supervisor, supervises lower-level account clerks, audits, analyzes & oversees preparation of documents, collects, analyzes & prepares financial reports; may also supervise clerks & clerical specialists when assigned to bookkeeping operations; PERFORMS RELATED DUTIES AS REQUIRED.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	33-53	Has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees (i.e., lower-level account clerks); to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all preceding requiring independent judgment.	Knowledge of (1) bookkeeping, (2) supervision, (3) agency bookkeeping system*: ability to (4) understand bookkeeping procedures & apply principles to solve practical problems, (5) calculate fractions, decimals & percentages, (6) gather, collate & classify information according to establish method, (7) establish friendly atmosphere as supervisor of work unit.
2	16-36	Analyzes, supervises &/or participates in preparation of invoices, purchase orders, time reports &/or inventory.	Knowledge of 1, 3*; skill in (8) operation of adding machine or calculator; ability to 4, 5, 6.
3	7-17	Answers inquiries & requests according to established procedures; assists lower-level account clerks with problems.	Knowledge of 1, 3*, (9) public relations*; ability to 4, 5, (10) handle sensitive telephone & face-to-face inquiries & contacts with public & government officials.
4	2-22	Collects, analyzes & prepares financial reports.	Knowledge of 1, 3*; ability to 4, 5, 6.
5	0-17	Performs related clerical duties (e.g., types correspondence & forms; operates posting machine).	Knowledge of 1, 3*, (11) office practices & procedures*; skill in (12) typing; ability to 5, (13) copy records precisely without error.

(113)

123:1-7-19

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* 2 courses in high school accounting or 2 courses in accounting for bookkeepers offered by college & 6 mos. exp. as Account Clerk 1, 2 or 3 (or 12 mos. exp. as bookkeeper); 300 hrs. training in supervision (or 3 mos. exp. in training &/or monitoring work of new or other bookkeepers); 1 course in operation of adding machine & calculator (or 1 mo. exp.); or equivalent.