



CLASSIFICATION SPECIFICATION

CLASS NUMBER 10194

ACCOUNT CLERK SUPERVISOR

OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES

EFFECTIVE 1/29/01

The duties are arranged in order of importance. However, the specific duties and the frequencies listed may vary across counties depending on such factors as the number of other incumbents within this job classification, related classifications, and/or the size of the CDJFS. Therefore, an Account Clerk Supervisor may not perform all of the duties listed. However, performance of the first (I) duty a minimum of 20% of the time is mandatory for this classification.



Summary of Essential Duties

The primary purpose of the Account Clerk Supervisor position is to supervise Account Clerks. This involves assisting in analyzing, preparing and reconciling expense reports, invoices, vouchers, accounts, and remittances for daily cash-ins and cash-outs. In addition, this involves assisting in the tracking of various accounts and accounting for the inventory.

Duties

Frequency 50% +/- 12%

- I. Supervises Account Clerks and assists in the analysis, preparation and reconciliation of expense reports, invoices, vouchers, accounts and remittances for daily cash-ins and cash-outs.
 - A. Determines need for new staff members.
 - B. Interviews applicants and makes recommendations for the hiring of new employees; initiates actions for the termination of employees.
 - C. Disciplines subordinates, when necessary.
 - D. Reviews, approves, or denies employees' requests for leave.
 - E. Reconciles worker time cards with worker attendance sheets to ensure that the number of hours matches for each day of the pay period.
 - F. Completes performance evaluations of subordinates' work.
 - G. Meets with subordinates regarding any grievances.
 - H. Trains new and current employees.
 - I. Assigns duties to subordinates.
 - J. Monitors progress of subordinates' work.
 - K. Reviews subordinates' work for completeness and accuracy.
 - L. Conducts staff meetings.

Frequency: 21% +/- 5%

- II. Tracks various accounts and assists Account Clerks, obligees, obligers, and the general public with the handling of accounts.

Frequency: 10% +/- 3%

- III. Collects, analyzes, and prepares various reports and supervises Account Clerks in this process.



Frequency: 5%+/-3%

IV. Directs and assists with payroll, billing, and purchases.

Frequency: 5% +/- 2%

V. Directs and assists in accounting for inventory and reports changes.

Frequency 3% +/- 1%

VI. Processes wage assignments for those required by law to pay support.

Frequency 3% +/- 1%

VII. Responds to inquiries from co-workers regarding the researching of record information.

Frequency: 3%+/-1%

VIII. Performs various position-related clerical duties, when necessary.



**KSA'S FOR THE
JOB CLASSIFICATION OF
ACCOUNT CLERK SUPERVISOR**

| DUTY | KNOWLEDGE | SKILLS | ABILITIES |
|------------|---|---|--|
| I | Personnel practices; Supervisory practices; Training and development; Interviewing principles; Disciplinary procedures; Staff meeting procedures; Administrative practices and procedures; Civil Rights Act; Americans with Disabilities Act; Performance evaluations. | Oral communication; Organization; Supervisory; Interviewing. | Give or exchange routine facts or information; Maintain accurate records; Supervise others; Interview others; Recommend qualified candidates; Monitor the work of others; Assign work to others; Train others; Recognize errors in the work of others; Discipline others; Complete performance evaluations; Explain assignments, procedures, or situations to others. |
| II | Supervisory practices; Office practices and procedures; Agency computer systems (e.g., PET); Typing principles; Word processing functions; Mail procedures; Intermediate-level mathematical principles; Accounting and bookkeeping principles and procedures (e.g., account reconciliations); IRS offsets; Arrearage; Court proceedings with respect to arrearage; Warrants; Banking procedures and practices. | Typing; Writing; Operating computer systems; Organization; Word processing. | Perform intermediate-level mathematical and accounting operations (e.g., perform account reconciliations; analyze, code, prepare and reconcile fiscal documents, accounts, etc.); Supervise others; Recognize errors in the work of others; Explain assignments, procedures, or situations to others; Give or exchange routine facts or information; Prepare correspondence; Enter data into computer (i.e., type); Sort items into categories according to established methods; Investigate problems/discrepancies among data (e.g., invoices); Perform a wide variety of interrelated procedural assignments. |
| III | Office practices and procedures; Agency computer systems (e.g., PET,); Typing principles; Accounting and bookkeeping principles and procedures; Computer operations; Various financial accounts; Mathematical principles. | Computer operations; Typing; Oral Communication; Organization. | Answer routine questions/inquiries; Enter data into keyboard (i.e., type); Accept completed forms and requests for corrections; Print payment histories; Receive and approve payments; Track various accounts; Oversee the processing of the check run; Perform intermediate-level mathematical operations. |
| IV | Office practices and procedures; Mathematical principles; Relevant fiscal/financial reports; Data analysis and statistics; Data collection; Records maintenance; Accounting principles. | Oral Communication; Typing; Presentation; Advising; Writing. | Work with others in the analysis of data for reports; Gather/collect data; Oversee the writing of reports; Explain procedures to others; Advise others; Present data/reports to others; Maintain accurate records; Perform intermediate-level mathematical operations; Analyze data; Complete reports and verify accuracy. |



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| V | Payroll functions; Time card signing procedures; Administrative practices; Personnel practices; Various letters, documents, and other correspondence; Mathematical principles; Computer operations; Purchasing practices. | Oral Communication; Organization; Writing; Performing computer operations; Supervisory; Advising. | Give and exchange facts and routine information; Perform intermediate-level mathematical operations; Verify and sign bi-weekly time cards; Maintain accurate records; Use computers; Post payroll; Complete purchase orders and bill payments; Enter data into computer (i.e., type). |
| VI | Supervisory practices; Bookkeeping practices; Intermediate mathematical principles; Auditing procedures; Inventory control; Office equipment. | Organization. | Gather/collect data; Account for inventory; Tabulate office supply needs; Perform intermediate-level mathematical operations; Maintain accurate records; Complete forms. |
| VII | State laws, rules, and regulations; Federal laws, rules, and regulations. | Oral Communication; Organization. | Work with others; Give and exchange facts and routine information; Prepare correspondence. |
| VIII | Agency computer systems (e.g., QUIK); Typing; Records research; Computer operations. | Typing; Oral Communication; Writing; Performing computer operations. | Enter data into keyboard (i.e., type); Extract information from a variety of sources; Collect data; Work with others; Answer routine questions/inquires; Prepare correspondence; Use computers. |
| IX | Agency computer systems (e.g., QUIK); Records research; Computer operations and typical problems. | Oral Communication; Performing computer operations. | Work with others; Answer routine questions/inquires; Use computers. |
| X | Office practices and procedures; Agency computer systems (e.g.,); Mail procedures; Typing; Computer operations; Accounting and bookkeeping principles and procedures; Word processing functions; Mathematical principles. | Oral Communication; Writing; Operating a computer; Typing. | Sort, organize and code items into categories according to established methods; Sort mail and separate payments; Receive checks; Replace damaged or non-receivable checks; Enter data into computer (i.e., type); Work with and assist others; Use computers; Maintain accurate records. |



Minimum Qualifications

- Two years experience as Account Clerk 2, 10192.
- Or completion of two years technical training in business management or similar field with an emphasis on accounting. Also requires two years experience in a position similar to an Account Clerk 2, 10192.
- Or two courses or twelve months experience in business mathematics, two course or twelve months experience in accounting or bookkeeping, one course or six months experience in typing or keyboarding, one course or six months experience in office practices and procedures, and one course or six months experience in techniques of writing. Also requires two years experience in a position similar to an Account Clerk 2, 10192.

Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

Unusual Working Conditions/Hazards

The position requires no unusual physical demands. The work is typically sedentary and requires normal physical exertion. Occasionally, the incumbent may be required to lift light-weight material typically weighing less than twenty five (25) pounds. The position involves very limited probability of any injury, such as would be expected in typical office environments.