

**Department of Enterprise Operations  
Bureau of Financial Management  
Financial Program Supervisor – General Accounting Supervisor**

**Position Summary**

Under the general direction of the Accounting Services Section Chief, direct and manage accounts payable, encumbrances, delegated pre-audit, General Services Billings, Central Fuel procurement program, accounts receivable and revenue collection and deposit activities for the Department of Administration and attached agencies. Oversee the daily operation of department fiscal systems and provide all aspects of financial reporting, monitoring and support for the State Financial Services program, other assigned program revenue accounts and all GPR operations of the department. Assign and train unit staff, establish performance standards, monitor progress toward standards, identify and correct procedural problems, identify policy issues and implement solutions.

**Goals and Worker Activities**

**35% A. Manage the accounts payable, encumbrance and pre-audit functions of the department and attached agencies in accordance with state statutes and Administrative rules, and policies of the State Controller’s Office. This includes payments in specialized programs such as the Central Fuel Procurement program, the State Building program and the State Purchasing Card program.**

- A1. Direct the development, maintenance and distribution of departmental pre-audit policies and procedures for the accounts payable function; develop and maintain appropriate sections of the Bureau Internal Policy and Procedures Manual that pertain to payment or encumbrance procedures.
- A2. Monitor the quality and effectiveness of the payables process and make necessary procedural changes. Provide technical assistance and corrective training as needed to staff.
- A3. Establish and maintain procedures for processing payments in a timely manner; this includes specialized payments such as space billings, multiple vendor vouchers, travel claims and the State Purchasing Card Program.
- A4. Provide continuing training and technical assistance on policy interpretation, clarification of procedures and other tasks related to accounts payables for both new and incumbent employees of the department and attached agencies.
- A5. Develop and present periodic training for department and attached agency staff on the use of the A/P, A/R, Billing, Expenses and P-card within the STAR system. Provide updates to training materials as needed.
- A6. Act as the Purchasing Card Program administrator for the department and attached agencies; coordinate the set up and maintenance of cards for employees and provide periodic training for new users. Update departmental purchasing card user manual as needed and make recommendations to bureau management for changes in policy.

**25% B. Direct the department’s cash management operations including direct deposits, allocations of lockbox clearing accounts, preparation of billing invoices and ongoing maintenance and operation of complex automated systems such as the consolidated service billing (the General Services Billing System – GSBS).**

- B1. Direct and monitor the daily deposit and lockbox allocation processes for the department and attached agencies. Monitor to ensure compliance with federal and state laws, regulations, policies and guidelines. Establish standards and procedures to ensure timely deposits of funds.
- B2. Direct the submission of interface files to the State Controller's Office for reallocation of lockbox receipts to the appropriate departmental program areas and attached agencies.
- B3. Supervise and support the ongoing operation of the automated GSBS invoicing process to assure department, state and GAAP requirements are met. Direct the submission of the interface files of interunit bills to State Controller's Office to promptly and accurately bill agencies.
- B4. Direct the maintenance and operation of the department's STAR system to effectively record and monitor accounts and to meet aging, reporting and statutory requirements.
- B5. Establish and maintain procedures for receipt, recording and deposits of departmental funds. Train staff and divisions as needed.

**20% C. Provide financial management information and accounting analysis for the State Facilities Operations and Maintenance Program, State Financial Services, State Procurement, other assigned program revenue operations and all GPR operations for the department.**

- C1. Reconcile state accounting records monthly, quarterly and during the fiscal year closing process and prepare any necessary corrections.
- C2. Compile and analyze data; then prepare appropriate allocation and transfer entries for the Space Rental program, building supplements, Parking program, etc. for entry into STAR and for monthly financial statements.
- C3. Prepare debt service payments upon notification from Capital Accounting.
- C4. Oversee the preparation of monthly and year-end Income Statements and Balance Sheets for division management and reconcile with appropriate equipment inventory and account receivable records.
- C5. Prepare annual reports on program revenue account balances.
- C6. Provide clarification of fiscal policies and processes and other technical assistance to the division administrators and program managers of assigned programs as needed.

**10% D. Supervision of General Accounting staff and monitoring of goals and standards for staff and the unit.**

- D1. Participate in employment interviews and effectively recommends hiring, evaluates probationary and annual work performance, and recommends promotion and discharge of subordinate employees.
- D2. Establish goals, objectives and performance standards for General Accounting staff. Monitor and evaluate staff performance on a continuing basis to assure achievement of goals, objectives and performance standards.
- D3. Assist in the resolution of employee problems and recommend disciplinary actions or first-line adjustments of grievances; provide coaching to improve performance when needed.

- D4. Plan and organize unit responsibilities, determine priorities and schedule staff workloads to meet department goals and objectives.
- D5. Provide orientation, training and technical assistance on tasks for new and experienced employees.
- D6. Establish and monitor all unit personnel actions to ensure that affirmative action goals are met.

**10% E. Provision of ancillary financial operations for the department and attached agencies.**

- E1. Manage and direct the annual submission of 1099 – Miscellaneous and educational W-2 reporting to the Internal Revenue Service for the department and attached agencies. This includes periodic reconciliation and correction of data in STAR and coordination of input of final corrections to data to accomplish required tax reporting within the specified deadlines.
- E2. Provide information and documentation in response to audits by the LAB, the State Controller’s Office or federal agencies as required. Assist the Section Chief in responding to audits of departmental grants and programs through analysis and explanation of any audit findings pertaining to transactions or revenue processing.
- E3. Direct staff in distribution of reports from the State Accounting System (STAR) to divisions and Accounting Section staff on a monthly and annual basis.
- E4. Perform analysis and prepare reports and other special projects as assigned by bureau management.

**Knowledge, Skills and Abilities**

- 1. Comprehensive knowledge of generally accepted accounting and auditing principles and experience in auditing, accounting and a broad knowledge of accounting systems.
- 2. Knowledge of supervisory practices and principles.
- 3. Knowledge of policy development methods.
- 4. Knowledge of PeopleSoft or a comparable accounting system.
- 5. Knowledge of research practices.
- 6. Careful attention to detail and the ability to handle a wide variety of tasks simultaneously.
- 7. Knowledge of data and word processing concepts including Microsoft programs such as Excel, Word and e-mail programs.
- 8. Effective interpersonal skills, personal initiative, and the willingness to work as part of a team.
- 9. Strong oral and written communication skills, including presentation skills.
- 10. Strong organizational skills.