

Accounting Management: Supervisor, Accounting

Applies principles of accounting to analyze financial information and prepare financial reports. Maintains or oversees the control of accounts and records in such areas as disbursements, expenses, tax payments, and income. Compiles and analyzes financial information to record transactions, prepare reports, and review and verify accuracy. Prepares balance sheet and profit and loss statements, consolidated financial statements, and other accounting schedules and reports. May design, modify, install, and/or maintain accounting systems to ensure an adequate recognition of financial transactions. Responsible for the adherence to and communication of accounting and auditing policies and procedures.

Management Role

Accomplishes tasks mainly through direct supervision of non-exempt and entry-level exempt employees.

Policy and Strategy

Directs daily operations of work area.

Freedom to Act

Assignments are largely established in accordance with schedules and deliverables. Work is reviewed for accuracy and completeness.

Impact

Decisions have a direct impact on work unit operations. Erroneous decisions or recommendations or failure to achieve results might cause delays in schedules.

Liaison

Interacts daily with subordinates and/or peers within similar and/or related functions primarily for the purpose of presenting and exchanging information.

Minimum Education and Experience

Bachelor's Degree in Finance, Business or related field and 5+ years of diverse professional experience in all areas of Finance which may include 1+ years previous lead or supervisory responsibilities.