

Job Title: OPS Accounting Support Supervisor

Compensation: \$20.10 - \$20.10

FLSA Status: Non-exempt

Salary Admin Plan: OPS (temporary-part-time)

Pay Grade: OPS Career Level 7

Position Summary:

Incumbents supervise lower level accounting staff in an assigned function or department such as accounts payable or accounts receivable. Responsibilities may include coordinating workflow; auditing processes and documents; monitoring and resolving error reports; organizing, maintaining and processing complex records or functions; processing journal entries; reconciling accounts; and preparing year-end reports.

Requirements:

Education:

Associate's degree in accounting or a related field.

Experience:

Four years accounting experience.

**An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.*

Knowledge:

- Basic accounting principles and practices;
- Accounts payable/receivable principles and practices;
- General ledger reporting techniques;
- Applicable Federal, State, and local laws, rules, and regulations;
- Data entry techniques;
- Mathematical concepts;
- Recordkeeping principles;

- Customer service principles;
- Training principles;
- Supervisory principles;
- Computers and related software applications.

Skills:

- Prioritizing and assigning work;
- Monitoring and evaluating employees;
- Balancing accounts;
- Reconciling financial records and information;
- Performing mathematical calculations;
- Applying applicable Federal State, and local laws, rules, and regulations;
- Maintaining records;
- Resolving account discrepancies;
- Providing customer service;
- Providing training to subordinate staff;
- Using a computer and applicable software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Physical:

- Positions in this class typically require: reaching, standing, walking, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Responsibilities:

These duties are a representative sample; position assignments may vary.		Potential Frequency
1.	Supervises staff to include: prioritizing and assigning work; ensuring that employees follow policies and procedures; ensuring staff are trained; and maintaining a healthy and safe working environment.	Daily 25%
2.	Coordinates the day-to-day activities of the accounting support division, which includes coordinating and administering processes, procedures, systems, and standards; ensures compliance with Federal, State, and local laws, regulations, codes, and/or standards.	Daily 20%
3.	Reviews, approves, and troubleshoots a variety of accounting and/or financial transactions, which may include: accounts payable, accounts receivable, billing, and related transactions.	Daily 20%
4.	Posts financial information into appropriate accounts; creates journal entries; reviews and resolves discrepancies of data entered.	Daily 10%
5.	Monitors and maintains accounting activity compliance with contract, internal, and external regulations.	Daily 10%
6.	Prepares a variety of accounting reports and other documents related to assigned area of responsibility utilizing established guidelines.	Daily 15%
7.	Performs other duties of a similar nature or level.	As Required

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