DEPARTMENT OF JUSTICE
DIVISION OF ADMINISTRATIVE SERVICES
OFFICE OF FISCAL SERVICE
ACCOUNTING OFFICE (ACCOUNTS PAYABLE SECTION)
DUTY STATEMENT

NAME:
POSITION NUMBER: 420-023-4569-
UNIT: Accounts Payable
JOB TITLE: Senior Accounting Officer - Supervisor
SUPERVISOR: Accounting Administrator I

STATEMENT OF DUTIES: The Senior Accounting Officer (Supervisor) is responsible for overseeing the timely, accurate processing of payments for all obligations of the Department. This position supervises the processing of payments, applications, and all documentation. This position also organizes, directs, and supervises the work and activity of accounting staff within the Accounts Payable Unit.

SUPERVISION RECEIVED: Reports directly to the Accounting Administrator I and indirectly to the Assistant Chief of Accounting.

SUPERVISION EXERCISED: Responsible for supervising Accounting Officer (Spec) and Accountant Trainee staff.

TYPICAL PHYSICAL DEMANDS: Ability to type, rotate, and work at a computer workstation to input data and to complete work assignments up to 8 hours per day. Ability to bend and lift files and may be required to move up to 24 lbs.

TYPICAL WORKING CONDITIONS: This position offers a hybrid schedule, i.e., combined remote and in-office work schedules. While teleworking, the employee must maintain safe working conditions at the approved alternate location and abide by the Department's Ergonomic Program Guidelines. The employee agrees to maintain a distraction free remote work environment and is responsible for all employee-owned equipment, including but not limited to internet bandwidth to perform all work.

ESSENTIAL FUNCTIONS:

30% Plan, organize, and direct the work of accounting staff within the Accounts Payable Unit. Evaluate performance of subordinate staff and provide training and counseling as necessary. Authorize leave and track attendance for subordinate staff also ensuring sufficient coverage of critical job functions in the absence of the employee. Provides guidance in staff career advancement.

30% Develop and review workload measurements and statistics to determine training and resource needs for the Unit. Develop and present training to staff as needed. Monitor AcctsPay mailbox and respond to State Controller's Office claim cut requests.

20% Process and address the more complex technical issues. Prepare Account Payable year-end processes, including accruals, and assist with year-end Financial Statements. Communicate with Program staff to solve payment issues.

15% Coordinate and participate in training the Departmental staff regarding allowable and unallowable expenditures, vendor claim processes, and other support functions relative to the Accounts Payable Unit.

MARGINAL FUNCTIONS:

5% Review and follow-up on Audit issues and/or findings.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

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Employee's Signature Date Supervisor's Signature Date