

## **SUPPLEMENTAL JOB DESCRIPTION:**

Classification: Accountant IV  
Position Title: Supervisor IV  
Position Number: 14270

Function Code: 0043-077  
Date Established: 02/01/67  
Date of Last Amendment: 11/07/94

**SCOPE OF WORK:** Performs supervisory and administrative accounting work of a professional and complex nature. Oversees the Accounts Payable Department, and accounting and reporting of fixed assets and grant funds as well as inventory.

## **ACCOUNTABILITIES:**

- Oversees the daily operations of the Accounts Payable Department including the accounting over fixed assets and federal funds, reporting directly to the Business Administrator. Analyzes work processes and procedures, examines problems and prepares recommendations to insure proper flow of workload, which are submitted to the Business Administrator.
- Prepares financial reports required for compliance with state and federal rules and regulations, relative to expenditures, accounts payable, grant funds, and fixed assets, which are submitted, to the Chief Financial Officer.
- Reviews and approves fixed asset and grant funds accounting and data processing work performed by subordinates for entry in General Ledger and Fiscal reporting. Ensures the monthly reconciliation of expenditures posted in the General Ledger to those recorded in the New Hampshire Integrated Financial System.
- Maintains professional and technical knowledge by attending educational work-shops, reviewing publications, and establishing networks.
- Makes frequent contacts with other state and federal agencies and vendors to discuss and solve problems associated with accounts payable, fixed assets and grant funds. Assists in the preparation of contracts required for compliance with state statutes, polices and procedures.
- Liaison to the Department of Administrative Services' Bureau of Financial Reporting and the SLC Bureau of Enforcement for all issues pertaining to expenditures, fixed assets and grant funds.
- Continuous research/development/review of new accounting policies and procedures relative to expenditures, fixed assets and grant funds. Monitors emerging accounting and statutory changes and ensures state and federal compliance over expenditures, fixed assets and grant funds (which include 5 different grants/ programs from several sources).
- Maintains the Fixed Asset Module of the computerized General Ledger, and subsidiary records, in accordance with generally accepted accounting principles, generating periodic reports for management purposes.
- Reviews grant applications to ensure compliance with state rule and regulations.
- Supervises inventory control of one warehouse and seventy one stores. An average daily balance of twenty + million dollars.
- Prepares year-end reports on equipment and reviews vehicle inventory to ensure compliance with the Department of Administrative Services' Manual of Procedures and administrative rules.
- Provides back-up support to the Accountant IV and performs those duties in his/her absence.

**MINIMUM QUALIFICATIONS:** Per job specification and job class.

**DISCLAIMER STATEMENT:** The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties on the supplemental job description provided that such duties are characteristics of that classification.

**SIGNATURES:**

I have reviewed the content of the above job description with my Supervisor.

\_\_\_\_\_  
Employee Name and Signature

\_\_\_\_\_  
Date Reviewed

\_\_\_\_\_  
Supervisor's name and title

I have discussed the work responsibilities outlined by this job description with the above employee.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date Reviewed

\_\_\_\_\_  
Division of Personnel

\_\_\_\_\_  
Date Reviewed