

Accounting Supervisor

SUMMARY:

Supervises and coordinates activities of workers engaged in the accurate and timely posting of general ledger and subsidiary ledgers, journal entries, the accurate and timely processing of vendor invoices, the maintenance of the general ledger, and the preparation of recurring and special operating and financial reports.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Maintains the general ledger including daily, monthly and annual adjustments. Calculate and post accruals, prepaids, depreciation, and other items required for an accurate presentation of monthly and annual financial reports.
- Determines work procedures, prepares work schedules, and expedites workflow involved in posting, summarizing, verifying, recording, clearing, balancing, reviewing and correcting transactions to result in correct and timely accounting records.
- Assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Studies and standardizes procedures to improve efficiency of subordinates.
- Adjusts errors and complaints.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)