

Accounting Supervisor - Job Standards

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

KNOWLEDGE OF WORK:

- Has a complete and thorough understanding of organization philosophy
- Operates required business machines to perform job
- Knowledgeable of all accounting procedures to perform job (knowledge of basic as well as some advanced accounting issues)
- Knowledgeable of regulations that govern organization, specific to accounting department
- Has a thorough understanding of all areas of the department under supervision
- Has a thorough knowledge of organization policies and procedures. Keeps service manual current, and can score at least 90% on a test on services
- Has a good understanding of basic operations in other areas of the organization. Has the ability to resolve much more complex problems with customer accounts, or with work being done in the area

QUALITY OF WORK:

- Responsible for accurate statements reflecting financial status of organization
- Follows instructions promptly and accurately
- Supervises all job tasks and employees within the accounting department; schedules meetings to keep staff informed of problems, situations, procedures, etc.
- Responsible for daily balancing of shares, loans, Visa, ATM and ACH
- Makes no errors in day to day work

QUANTITY OF WORK:

- Reconciles all general ledger accounts within 30 days of month-end
- Has performance evaluations completed in a timely manner
- Responsible for compiling and maintaining investment portfolio (received from management) on a weekly basis
- Responsible for balancing the corporate bank account, daily
- Completes all work within assigned time frame or by specific deadline

FOLLOW UP AND CONTROL:

- Monitors tasks assigned to others
- Continually reviews policies and procedures to assure good business practices
- Evaluates the results or success of projects undertaken
- Takes appropriate steps to follow through on personnel problems that have been or need to be discussed with employees

SERVICE ATTITUDE:

- Treats every customer as the organization's most valuable asset
- Promotes a positive attitude between the customer and the organization
- Is willing to go that "extra mile" to provide value-added services
- Greets every customer with eye contact and a smile in person and over the telephone