



ACCOUNTING/LIABILITY SUPERVISOR

FUNCTIONAL DEFINITION:

This is supervisory work requiring the application of accounting/bookkeeping principles and practices in a contract agency. Positions in this class include supervision of both an accounting/bookkeeping and a billing/liability function.

Within the framework of either of the denoted functions, the incumbent will be responsible for the overall supervision of such activities as coordinating, reviewing, recording, processing and maintaining agency financial records and documents. Additionally, there will be a requirement to assist higher level staff in planning and development of internal procedures to control receivables, budgets and cash flow. Work will also involve direct third party payor contact. Subordinate supervision will be exercised through review and evaluation of assigned workload.

EXAMPLES OF WORK PERFORMED, KNOWLEDGE AND ABILITIES:

- Supervises all payroll-related functions
- Supervises the maintenance of accounts receivable/payable ledgers
- Posts and supervises posting to general ledger from subsidiary accounts and takes trial balances
- Coordinates and prepares journal input data for automatic data processing
- Responsible for invoice preparation and reports to funding sources
- Supervises client liability determinations
- Performs all abatement process tasks including general ledger write-offs
- Supervises all activities related to insurance claims, payments and subsequent client account adjustments
- Responsible for all insurance coverage negotiations
- Supervises preparation of client-related receivable analysis
- Supervises purchasing and material requisition functions
- Supervises cashiers, billing/liability clerks and bookkeepers
- Assists in staff recruitment
- Thorough knowledge of bookkeeping principles and practices
- Knowledge of modern office practices and equipment
- Knowledge of accounting principles and practices
- Ability to plan, assign, review and supervise subordinate employees
- Ability to prepare financial reports and statements
- Ability to make arithmetical calculations rapidly and accurately
- Ability to apply and adapt established methods to financial transactions

REQUIRED MINIMUM QUALIFICATIONS:

High school graduation and (3) years of experience in the maintenance of financial records, including (1) year of responsible work involving the application of accounting principles/practices and experience in interpreting policies and procedures regarding insurance and other third party payments; OR, (1) year of the above experience and an Associate's degree in accounting or business administration; OR, any equivalent combination of training and experience.

NOTE: This classification will be allocated for one position per contract agency/corporation and then only when the position is directly subordinate to a Fiscal Manager and entails supervision of both accounting/bookkeeping and liability/billing functions. No allocation will be approved for contract agencies/corporations whose services are provided as a subordinate corporate function and whose MH/MR budget authorizes reimbursement for the fiscal portion of the indirect administrative costs.