

# Accounting Supervisor

The Accounting Supervisor reports to the Finance Officer and is responsible for a variety of accounting tasks involving journal entries, budgetary accounting, reconciling bank statements, assisting with year-end audit procedures, generating a variety of financial reports, and performing related fiscal duties. Work includes oversight of the HR/Payroll/Accounts Payable Technician as well as providing technical guidance to other staff, specifically serving as the immediate supervisor to the Accounting Technician, generating a variety of reports and spreadsheets, assisting with the development of the annual budget, and other accounting duties. Work is performed under the supervision of the Finance Officer and is evaluated through observation, conferences, review of work, as well as an independent audit of financial records.