



Employee Requisition Form

Position to Be Filled: Accounting Clerk Supervisor

Responsible: for supervising, scheduling, and monitoring activities in all areas of Revenue Audit and communicates pertinent information to associates and management on a timely basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervises Accounting Clerk activities in accordance with the system of internal controls.
Ensures integrity of the assets.
Delegates work responsibility and provides direction and follow-up where necessary.
Prepares revenue reports daily.
Responsible for the maintenance of all variance and exception reports.
Prepares and updates audit programs as needed.
Investigates, resolves, and communicates solutions to variations to policy and completes appropriate documentation for same on a timely basis and communicates relevant information to management.
Assures an optimal standard of internal controls and resolves disputes.
Identifies, priorities, and resolves problems occurring and administers disciplinary action when required.
Properly trains team members.
Monitors associate's performance during their shift. Providing coaching and counseling when necessary.
Complete and issue performance reviews.
Ensure compliance with all Human Resource policies and procedures, promoting an environment that treats all people with respect, and prohibits discrimination and harassment of any kind.
Ensure compliance with all safety, health, and environmental policies, procedures, and regulations within the department.
High school diploma or general education degree (GED) required.
Associate Degree or College degree preferred.
1-2 years cash handling or accounting experience.
1-2 years supervisory experience.
Must be able to work with minimum supervision and have good initiative to stay productive.
Any other duties as assigned.

Reports To: Controller
Approximate Hours: Full Time
Filling Deadline: Open Until Filled

