

CLASS TITLE: **Supervisor of Cost Control**

CHARACTERISTICS OF THE CLASS: Under general direction, supervises the processing and preparation of vouchers, purchase orders, requisitions and payrolls and maintains cost accumulation data; and performs related duties as required.

EXAMPLES OF DUTIES: Supervises the operation and maintenance of manual and computerized cost accounting and control systems; directs the activities of subordinate personnel engaged in the performance of clerical, bookkeeping and data entry operations; monitors the posting of transactions into a computerized accounting system and onto accounting ledgers; reviews and compares source documents against computer printouts to ensure that data is accurately entered into the system; reconciles discrepancies that occur in computer printouts; reviews records to ensure that costs are allocated to appropriate accounts and projects; supervises and participates in the preparation of periodic financial reports detailing expenditures, operating costs, incoming revenue, encumbered purchases, fund balances and cash flow; assists in the preparation of budget documents; compiles cost accumulation data; prepares periodic status and progress reports.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in Accounting or a related field, supplemented by two years of progressively responsible experience in accounting; or an equivalent combination of training and experience is required.

Knowledge, Abilities and Skill. Considerable knowledge of the principles, practices and methods of accounting. Considerable knowledge of electronic data processing applications for cost accounting and control systems. Good knowledge of office management principles and methods.

Ability to plan, assign, organize, supervise and review the work of subordinate personnel. Ability to prepare and interpret complex financial data. Ability to prepare reports and maintain records.

Considerable skill in the application of accounting methods and techniques. Considerable skill in identifying and correcting accounting errors.

March, 1987