



## **Bookkeeping Supervisor Job Description**

Duties of the Bookkeeping Supervisor include but are not limited to:

- Overseeing daily procedures of Bookkeeping staff and filling in these roles during absences
- Reviewing daily work of Bookkeepers to ensure accuracy
- Providing training to new and existing Bookkeeping staff
- Setting Bookkeeping schedules on a rotational basis
- Providing excellent customer service with customer inquiries via phone or email
- Resolving and reporting errors in a timely manner
- Working with our core provider to resolve system issues or to ask questions
- Creating organization and efficiencies within the department
- Ensuring that procedures comply with federal guidelines and regulations
- Chairing regularly scheduled Bookkeeping Meetings
- Working with Management and IT with rollout of new products or services
- Ordering and maintaining necessary supplies for Bookkeeping Department
- Holding annual performance reviews of Bookkeeping staff
- Participating in audits or exams affiliated with the Bookkeeping Department
- Conducting the annual Business Continuity testing
- Maintaining open communication between Bookkeeping and other areas of the bank

### **WORKING CONDITIONS:**

- Close quarters that need to be occupied with a number of fellow employees
- Work with varied time schedules in a fast-paced setting
- Professional and confidential atmosphere
- Unpredictable hours, sometimes long, to complete the daily workflow

Job descriptions are not intended, and should not be construed, to be all-inclusive lists of all responsibilities, skills efforts or working conditions associated with a job. While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add or remove duties from particular jobs and to assign other duties as necessary.