

UNEMPLOYMENT INSURANCE TRUST FUND SUPERVISOR

DESCRIPTION: Under general direction, manages the fiscal operations of the several fund accounts used for Unemployment Insurance taxes, benefits, and special programs; performs related work as required.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Supervises staff in the preparation of deposits to the clearing account of tax remittances received from employers.

Posts deposits in cash receipts ledger.

Analyzes daily ledger balances of clearing and benefit accounts.

Transfer surplus funds to U.S. Treasury for credit to the Nebraska Trust Fund.

Requests funds needed to augment benefit account from the U.S. Treasury as withdrawals from the Nebraska Trust Fund.

Prepares letters of credit requesting federal funds to meet the Daily Benefit Payroll of special federal programs.

Reconciles all bank accounts on a regular basis.

Makes monthly closing entries for each program and fund ledger code as required for cost accounting reports.

Prepares monthly and quarterly reports required by the federal government.

Charges and bills other states on combined wage claims where Nebraska has been the paying state, pays other states for benefits paid by them in Nebraska wages.

FULL PERFORMANCE KNOWLEGES, ABILITIES, AND SKILLS REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: the Unemployment Insurance and special programs accounting systems.

Ability to: reconcile accounts; prepare cost accounting reports; supervise staff.

ENTRY KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (Applicants will be screened for possession of these through written, oral performance, and/or other evaluations.)

Knowledge of: principles and practices of accounting; practices of the banking industry; practices of personnel management.

Ability to: maintain a complex accounting system; communicate orally and in writing; schedule work flow.

JOB PREPARATION GUIDELINES: (Entry knowledge, abilities, and/or skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Post high school education with an emphasis in any one of the following areas: public or business administration, finance, financial administration, banking, or accounting and professional level experience in the field of accounting, banking, finance, or financial administration.