

STATE OF NEBRASKA CLASS SPECIFICATION
LABOR TREASURY SUPERVISOR

CLASS CODE: V19680
EST: 11/79 - REV: 03/13

DESCRIPTION: Under general direction, manages the treasury operations of several fund accounts used for Unemployment Insurance taxes, benefits, and special programs; performs related work as assigned. As well as responsible for the weekly draws of the agency for all administrative federal grants.

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

Plans, assigns, directs and evaluates the work of subordinate staff in the preparation of deposits to the clearing account of tax remittances received from employers.

Compares work performance and/or products of supervised staff with established standards to determine and recommend personnel actions such as appointments, promotions, disciplinary actions, grievance dispositions, status changes and separations to agency management staff.

Trains supervised staff in pertinent policies and procedures to improve and maintain job performance levels of employees and meet standards through exposure to necessary job knowledge and abilities.

Posts deposits in cash receipts ledger.

Prepares Automated Clearing House (ACH) contract registrations.

Serves as liaison with the bank on all matters, including, but not limited to; preparing bank charge billing monthly, capturing bank totals and reconciling them, preparing the quarterly penalty and interest statements, and preparing the quarterly SUIT transfer, as well as preparing the NTST adjustment.

Analyzes daily ledger balances of clearing and benefit accounts, reviews and reconciles them on a daily basis.

Reviews all state Employer refunds and reconcile to the system of record Employer refunds, IRS requests.

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

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

Reconciles all Unemployment Insurance Trust, Benefit, and Tax bank accounts on a regular basis, and preparing monthly bank analysis.

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

Prepares monthly and quarterly reports 2112, 8401, 8403, 8405, 8413, 8414, and 191 as 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.

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Reviews all draw documentation and signs off the draws are correct. Reconciles the draws of the Agency's grant to actual expenditures.

Tracks and prepares all short term borrowing/paybacks by grant.

Books and reverses estimated allocations, reviews all allocation shore ups and reconciles all allocation procedures are done correctly and accurately.

Performs the Cash Management Investment Act calculations for the agency.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: the principles and practices of supervision; principles and practices of accounting; practices of the banking industry; grant administration, training methods procedures and evaluation; work performance or other standards development.

Skill in: communicating to collect and elicit essential information, skill in system work, and compiling large amounts of data into management friendly information.

Ability to: manage human resources; plan, assign, direct, and evaluate the work of staff; reconcile accounts; prepare reports; maintain a complex accounting system, prepare federal mandated reports.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelors degree in finance, accounting or banking with an emphasis in: public administration, business administration, finance, financial administration, banking, or accounting; AND professional experience in the field of accounting, banking, finance, or financial administration.

SPECIAL NOTE:

State agencies are responsible to evaluate each of their positions to determine the individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).