

SUPERVISORS - FINANCE AND INSURANCE OFFICE WORKERS

NOC 12011: SUPERVISORS, FINANCE AND INSURANCE OFFICE WORKERS

Oversee and coordinate the activities of office workers in financial services, such as accounting, payroll, banking, insurance, and collections.



3-YEAR OUTLOOK



Undetermined

3-YEAR JOB OPENINGS

60

MEDIAN HOURLY WAGE

$31.79

$22.60 LOW — $50.93 HIGH

TYPICALLY REQUIRED



College or apprenticeship

EMPLOYED

371

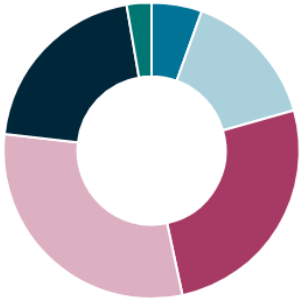
AVERAGE SALARY

$69,500



EMPLOYMENT BY INDUSTRY

38.4%	Finance and insurance
16.4%	Professional, scientific and technical services
11.0%	Manufacturing
34.2%	All Other Industries



EMPLOYMENT BY AGE

5.5%	15-24
15.1%	25-34
26.0%	35-44
30.1%	45-54
20.5%	55-64
2.7%	65+

ALSO KNOWN AS

- Accounts Payable Supervisor
- Accounts Receivable Supervisor
- Bank Clerks Supervisor
- Billing Supervisor
- Bookkeeping Supervisor
- Claims Adjusters Supervisor

MAIN DUTIES:

This group performs some or all of the following duties:

- Implement efficient working processes and coordinate, assign and review the work of clerks engaged in the following duties: administering accounts payable and receivable; processing, verifying and recording financial documents and forms; administering payrolls; processing, verifying and recording insurance claims and forms; and collecting user fees and payments on overdue accounts
- Examine and verify accuracy of work and authorize routine payments, credits and other transactions
- Establish work schedules and procedures and coordinate activities with other work units or departments.

