

Jurisdictional Class: Competitive
Adopted: May 16, 2001
Revised: April 23, 2010

ACCOUNT SYSTEMS SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is technical work involving planning and supervision of the billing and financial reporting functions of most of the municipalities departments through the Office of the Chief Fiscal Officer. Functions include water and sewer billing and records, payrolls, tax rolls and periodic financial summaries and reports. This position requires modification of programs according to analysis of data needs through consultation with department heads. The work is performed under the direct supervision of a Chief Fiscal Officer. Supervision is exercised over clerical staff. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Oversees utility billing and receipting operations;
Directs posting, abstracting and balancing of water and sewer accounts through operation of data processing system;
Coordinates changes and extensions of tax rolls and directs billing, receipting and posting;
Supervises processing of the payroll including maintenance of check register and payroll reporting system;
Adjusts computer payroll input to interface with appropriations account printouts;
Controls all appropriation accounting and financial reporting with data process application;
Monitors all data transposition and input procedures and reviews printouts for reliability and format;
Consults with department heads on reporting or recording needs;
Modifies and adapts programs, work sheets and procedures to fit changing needs;
Gathers data for professional programmers in regard to major system changes;
Schedules work according to priorities, makes work assignments to staff and trains staff in various phases of operations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of the policies and scope of activities in municipal finance departments;
Thorough knowledge of municipal billing and financial recording procedures;
Good knowledge of electronic data processing functions;
Working knowledge of program adaptation and transposition of data formats;
Ability to plan and supervise the work of others;
Ability to direct billing and account maintenance activities involving computer processing;
Ability to set work priorities and estimate production time;
Ability to analyze data needs through consultation with consumers;
Ability to follow oral and written instructions;
Ability to comprehend and apply instruction in complex program procedures manuals to specific problems.

Account Systems Supervisor

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Business Administration, Public Administration, Accounting, Computer Science or closely related field, which shall include a minimum of twelve (12) semester credit hours of accounting and twelve (12) semester credit hours of computer science; or
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Business Administration, Public Administration, Accounting, Computer Science or closely related field, which shall include a minimum of six (6) semester credit hours of accounting and six (6) semester credit hours of computer science and two (2) years of experience working with municipal financial accounts; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.