

Jurisdictional Class: Competitive
Adopted: February 23, 1987
Revised: April 23, 2010

ACCOUNTING SUPERVISOR, GRADE B

DISTINGUISHING FEATURES OF THE CLASS: The work involves the formulation of accounting procedures and participation in the formulation of accounting and fiscal policy of the agency. The incumbent independently directs a good sized staff engaged in performing record keeping, auditing and related tasks requiring planning, organizing, systematizing and supervision. The work is performed under the administrative direction of the Commissioner of Social Services. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans, assigns and reviews the maintaining and checking of a wide variety of financial records and reports and instructs employees in the specialized details of the work;
Directs the preparation and audit of varied accounts, claims, records and reports;
Conducts correspondence in connection with financial matters;
Represents the Commissioner in dealings with representatives of other local departments and state and federal agencies on specific problems within scope of responsibility;
Develops clerical procedures to comply with regulations of the State Department of Social Services;
Participates in formulation of fiscal and accounting aspects of agency policy;
Participates in the preparation of annual operation budgets;
Performs difficult or unusual tasks as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of local and state laws and regulations which affect local Social Service activities;
Thorough knowledge of accepted accounting principles and techniques and ability to apply these in the performance of duties;
Ability to plan and direct the work of others and accept responsibility for their performance;
Ability to teach and impart knowledge, information and skills;
Ability to organize efficiently elements of a varied job;
Ability to write clear and accurate reports and summaries;
Ability to establish and maintain successful relationships with people;
Sound judgment;
Good powers of observation, perception and analysis.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State college or university with a Bachelor's Degree in business administration, accounting or closely related field; or
- (b) Graduation from a regionally accredited or New York State college or university with an Associate's Degree in business administration, accounting or closely related field and two (2) years of experience in work of an accounting nature of which one (1) year must have involved supervision of others engaged in work of a record keeping nature; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.