

ACCOUNTING SUPERVISOR, GRADE B

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for directing the accounting staff of the Department of Social Services in performing financial record keeping, auditing and related fiscal functions. The incumbent is responsible for planning, organizing, supervising and reviewing the work of the accounting unit under the general direction of the Accounting Supervisor, Grade A. Supervision is exercised over the work of subordinate clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises and trains subordinate staff;
Prepares or supervises preparation of social services reports and correspondence;
Responds to a variety of correspondence regarding fiscal matters of the department;
Represents department in dealings with representatives of other local departments and State and Federal agencies on specific problems within scope of social services;
Participates in formulation of fiscal and accounting aspects of agency policy;
Analyzes financial impact and costs of new programs or program changes;
Monitors expenditures and revenues;
Performs difficult or unusual accounting tasks as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern methods used in keeping and checking financial records and accounts;
Thorough knowledge of office terminology, procedures and equipment;
Good knowledge of Federal, State and local laws and regulations which affect local social services activities;
Good knowledge of business arithmetic and English;
Ability to plan, assign and supervise the work of account keeping and clerical staff;
Ability to make complex arithmetic computations involving fractions, decimals and percentage accurately;
Ability to analyze and organize complex data and prepare records and reports;
Ability to understand and interpret complex oral and written instructions;
Ability to develop effective working relationships with the public, subordinates and other work contacts;
Ability to perform close, detail work involving considerable visual effort and strain;
Ability to operate a computer terminal;
Ability to use and develop spreadsheets and data bases on a

personal computer;
Good judgement in solving complex account-keeping problems;
Physical conditions commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Accounting, Business Administration or related field and two years of accounting or auditing experience; OR
- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree including or supplemented by 12 credit hours in accounting and four years of accounting or auditing experience; OR
- C) Six years of accounting or auditing experience; OR
- D) An equivalent combination of training and experience as defined by the limits of A), B) and C) above.