

SUPERVISOR OF ACCOUNTING SYSTEMS

DISTINGUISHING FEATURES OF THE CLASS: This position involves the day-to-day management and supervision of accounting and data entry functions and staff in the Broome County Finance Department. The work requires planning, prioritizing, developing, implementing, monitoring, and reviewing tasks in these functions as well as documentation and to the extent necessary, participation in them. Direct supervision is exercised over Senior Accountants. Work is performed under the general supervision of the Commissioner or Deputy Commissioner of Finance with wide leeway allowed in the independent judgement and execution of duties. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prioritizes, schedules and monitors the timely completion of accounting and data entry tasks;
Supervises and participates in the functions of general accounting, data entry, grant, capital project, proprietary fund and risk management accounting;
Serves as primary liaison with data processing department;
Plans, schedules and ensures proper execution of regular and special data processing tasks such as fiscal month closings, annual data rollovers, and annual encumbrance;
Performs accounting reviews, identifies variances and performs or causes to be performed the required analyses and schedules;
Creates ad hoc system generated reports;
Prepares the Annual State Financial Report and the Comprehensive Annual Financial Report;
Develops new procedures as required, updating the procedural manual as necessary;
Ensures compliance with Governmental Generally Accepted Accounting Principals, pronouncements of the State Comptroller, the County Charter Administrative Code, and State laws;
Coordinates external audit work including required schedules and analyses.

FULL PERFORMANCE KNOWLEDGE SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of general and governmental accounting;
Thorough knowledge of financial administration including budgeting and reporting;
Thorough knowledge of trends and current developments in the field of accounting, especially as it relates to governmental entities;
Good knowledge of office terminology, practices and procedures;
Good knowledge of business arithmetic and English;
Good knowledge of the computerized application of accounting systems, both mainframe and personal computers;

Ability to plan and supervise the work of others;
Ability to explain accounting-related concepts to staff members having varying levels of expertise;
Ability to review reports, find and define problems, and propose solutions;
Ability to cope with multiple, changing priorities and stringent deadlines;
Ability to analyze and evaluate accounting problems to devise solutions;
Ability to effectively communicate, both orally and in writing;
Ability to prepare and present complex oral and written reports clearly and accurately;
Ability to perform close, detail work involving considerable visual effort and strain;
Accuracy;
Good judgement;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State college or university with an Associate's degree in accounting and five years of accounting experience, one of which must be in a supervisory capacity; OR
- B) Graduation from a regionally accredited or New York State college or university with a Bachelor's degree in accounting and three years of accounting experience, one of which must be in a supervisory capacity; OR
- C) An equivalent combination of training and experience defined by the limits of A) and B) above.

NOTE: A Master's degree in accounting may be substituted for one year of experience.

Accounting is the art of recording, classifying, verifying and reporting financial data and presenting an analysis or interpretation of their significance. Its function is to provide quantitative information, primarily financial in nature, about economic entities that is intended to be useful in making economic decisions and in making reasoned choices among alternate courses of action. It includes the preparation of financial statements and schedules.