

## ACCOUNTING SUPERVISOR, GRADE A

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves performing accounting duties and supervising day-to-day fiscal operations in the Social Services Department. The incumbent is responsible for overseeing financial transactions, installation and maintenance of accounting systems, payroll procedures and the preparation of financial and statistical reports. Work is performed under the general direction of the Commissioner of Social Services or the Deputy Commissioner for Administration with wide leeway allowed for the exercise of independent judgement in planning and executing assignments. Supervision is exercised over Accounting Supervisors, Sr. Accountants and Accountants as well as account keeping and payroll personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Supervises and trains personnel in areas of account payments and claims, BICS operations, resource and recovery claims and actions, collection activities and purchasing;  
Supervises the preparation of all departmental accounts and fiscal reports;  
Represents the Deputy Commissioner for Administration in all fiscal activities with appropriate Federal, State and local agencies;  
Assists the Deputy Commissioner in preparation of the department's annual operating budget;  
Prepares the department's annual report;  
Develops procedures as required to comply with Federal and State changes;  
Assists the Deputy Commissioner in drafting final policy and procedures and implements said policies and procedures;

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of New York State municipal accounting systems, budgeting procedures and practices;  
Thorough knowledge of modern methods used in keeping and checking financial records and accounts;  
Thorough knowledge of the use of PCs, including spreadsheets, database and wordprocessing software;  
Thorough knowledge of Federal, State and local laws and regulations affecting social services programs;  
Thorough knowledge of office terminology, procedures and equipment;  
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 percentages 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;  
Good judgment in solving complex account-keeping problems;  
Physical condition 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 four 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 six years of accounting or auditing experience; OR
- C) Eight 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.

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.

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COMPETITIVE