

ACCOUNTING SUPERVISOR-GRADE B

DISTINGUISHING FEATURES OF THE CLASS: The work involves performing more complicated accounting tasks as well as responsibility for independently directing staff engaged in performing account-keeping, auditing and related tasks, requiring planning, organizing, systematizing and supervision. Work is performed under general supervision in accordance with established accounting principles and the requirements of relevant laws and rules requiring the frequent exercise of independent judgement. Supervision is exercised over subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Supervises and trains subordinate staff; 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 this work; Assists in the preparation of annual operating budgets and insures the maintenance of necessary financial controls; Responds to a variety of correspondence regarding fiscal matters of the department; Represents the department head in dealings with representatives of other local departments and State and Federal agencies on specific problems within the scope of responsibility; Develops clerical procedures to comply with regulations of the relevant state department; Participates in the formulation of fiscal and accounting aspects of agency policy; May performs difficult or unusual accounting procedures.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of local, State and Federal laws and regulations which affect local departmental activities; Thorough knowledge of accepted accounting principles and techniques and ability to apply these in the performance of duties; Ability to train and supervise employees in office practices, procedures, and equipment operation; Ability to develop and write clear and accurate reports; Ability to establish and maintain cooperative relationships with all agencies the department conducts business with, including the public; Resourcefulness in handling difficult and pressing problems with clients, personnel or administrative in nature; Tact and sensitivity towards others; Sound judgment; Emotional maturity; Resourcefulness and initiative; Good powers of observation, perception and analysis; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

A. Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's degree including or supplemented by the completion of 24 credit hours in accounting; **AND** One year of full-time paid, or its part-time equivalent accounting or auditing experience; OR Two years of full-time paid, or its parttime equivalent, responsible experience in maintaining financial accounts and records; OR

B. Graduation from a regionally accredited or New York State registered two year college with a degree which includes or is supplemented by the completion of 12 credit hours in accounting; **AND** Three years of full-time paid, or its parttime equivalent accounting or auditing experience; OR Six years of full-time paid or its parttime equivalent, responsible experience in maintaining financial accounts and records; OR

C. Completion of a minimum of 60 credit hours at a regionally accredited or New York State registered college or university which includes 12 credit hours in accounting and either experience specified in B above; OR

D. Graduation from high school or possession of a high school equivalency diploma **AND** Four years of full-time paid, or its parttime equivalent accounting or auditing experience; OR Eight years of full-time paid, or its parttime equivalent responsible experience in maintaining financial accounts and records; OR

E. An equivalent combination of training and experience as indicated in (A), (B), (C) or (D) above.

Revised 7/6/87; 9/23/93; 10/24/02; 11/14/14

Reviewed 1/26/04; 3/30/12