

## ACCOUNTING SUPERVISOR-GRADE B

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for independently directing staff engaged in performing record keeping, auditing and related tasks, requiring planning, organizing, systematizing and supervision. The work is performed under administrative direction according to acceptable accounting procedures. Supervision is exercised over all subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Supervises and trains subordinate staff; Prepares or supervises the preparation of departmental reports; 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; Performs difficult or unusual accounting procedures.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of local and State 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 plan and direct the work of others and accept responsibility for their performance; Ability to teach and impart knowledge, information and skills; Ability to efficiently organize 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; Emotional maturity; Resourcefulness and initiative; Tact and sensitivity to reactions of others; 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.

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