

ACCOUNTING SUPERVISOR GRADE A-DIRECTOR OF FISCAL MANAGEMENT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for independently directing the accounting and fiscal operations of a local Social Services department, including but not limited to analysis and development. The work is performed under the administrative direction of the Commissioner of Social Services. General supervision is exercised over a large subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Supervises and trains personnel in the areas of medical audits, 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 Commissioner of Social Services in all fiscal activities with appropriate local, State and Federal agencies; Assists the Commissioner of Social Services in preparation of the department's annual operating budget; Prepares the department's annual report; Develops procedures as required to comply with State and Federal changes; Assists the Commissioner of Social Services in drafting fiscal policy and procedures and implements said policies and procedures; Administers the department's forms and control program; Supervises the department's forms and control program; Supervises the department's inventory control system, supplies, equipment and physical facilities.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of New York State municipal accounting systems, budgetary procedures and practices; Thorough knowledge of local and State laws and regulations affecting social services programs; 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; Ability to analytically observe and perceive needs of the department; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. (1) Graduation from a regionally accredited or New York State registered two year college with an associate's degree in accounting or business administration and (2) at least three years of responsible management and supervisory experience involving planning and directing of a staff performing accounting, claims, resource and/or related tasks; OR
- B. (1) Graduation from a senior high school or possession of a high school equivalency diploma, and (2) seven years satisfactory experience in accounting or business administration, three of which must have been in a responsible administrative, managerial or supervisory capacity involving planning and directing the activities of a large subordinate staff; OR
- C. An equivalent combination of training and experience as indicated in (A) and (B) above.

Reviewed 10/2/00