

DEPARTMENT: ALL - WHERE APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: 12/17/98

ACCOUNTING SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: Independently supervises and participates in the account keeping operations of a department in conformance with the New York State uniform system of municipal accounts. The work involves responsibility for independently directing the account keeping staff engaged in performing record keeping, auditing and related tasks requiring planning, organizing, systematizing and supervision. This work is performed under the general supervision of the supervisor assigned. It involves the independent formulation of record keeping procedures and participation in formulating account keeping and fiscal policy of the agency. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Supervises account keeping procedures in compliance with New York State regulatory systems, and institutional policies;
2. Supervises and trains subordinates;
3. Supervises and examines all control and subsidiary accounts;
4. Prepares or supervises preparation of reports and correspondence;
5. Responsible for general journal entries related to all funds;
6. Participates in formulation of fiscal and account keeping aspects of agency policy;
7. May supervise the audit of all payrolls, according to appropriate payroll journals maintaining individual earnings records and preparing withholding statements;
8. Supervises cash receipts and disbursements, including journal and ledgers;
9. Prepares monthly trial balances and reports status of all funds accounts;
10. Reconciles all bank accounts monthly;
11. May assist in the formulation and preparation of the annual budget, financial statements, cost analysis and special reports for guidance on fiscal activities;
12. Responsible for opening and closing entries, annually;
13. Assists in the preparation of the annual report of fiscal operations for the governmental units assigned;
14. Represents Commissioner and/or department heads in dealing with representatives of other local departments and state and federal agencies on specific problems within the scope of responsibility.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of local and state laws and regulations which affect local activities and of accepted account keeping principles and techniques and ability to apply these in performance of duties; ability to plan and direct work of others and accept responsibility for their performance; ability to teach and impart knowledge and information and skills; to organize efficiently elements of a varied job; to write clear and accurate reports and summaries; to establish and maintain successful relationships with people; good 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 requirements of the position.

MINIMUM QUALIFICATIONS:

PROMOTIONAL: Candidate must have two (2) years of permanent competitive status in Niagara County as a Principal Account Clerk immediately preceding the date of the examination.

OPEN-COMPETITIVE: Graduation from high school or possession of a New York State equivalency diploma;

AND: 1. Graduation from a regionally accredited college or university or one accredited by the New York State board of Regents to grant degrees with a Bachelor's Degree with a major in Business Administration or Accounting and two (2) years of paid full-time account keeping experience, one (1) year of which was at a managerial level, involving supervision of others in the major facets of account keeping;

OR: 2. Graduation from a regionally accredited college or university or one accredited by the New York State board of Regents to grant degrees with an Associate's Degree with a major in Accounting and four (4) years of paid full-time account keeping experience, one (1) year of which was at a managerial level, involving the supervision of others in the major facets of account keeping;

OR: 3. Six (6) years of account keeping experience, one (1) of which was at a managerial level, involving the supervision of others in the major facets of account keeping.

One (1) year (30 full credit hours) of education in the required disciplines above will equate to one (1) year of the required experience, however, supervision **MUST** have been performed.