

ACCOUNTING SUPERVISOR, GRADE A

30180

(Competitive)

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for independently supervising the accounting operations of a local social services department. Under the general supervision of the Director of Administrative Services, an employee in this class directs a substantial number of employees engaged in performing record keeping and related tasks which requires planning, organizing, systematizing and supervision. The work involves independent formulation of accounting procedures and participation with other staff members in formulating supervision over a number of professional level accounting and account clerical personnel. Certain assignments made to employees in this class will require reasonable access to transportation to meet fieldwork requirements made in the ordinary course of business in a timely and efficient manner. Does related work as required.

TYPICAL WORK ACTIVITIES

Supervises and trains subordinates;
Prepares or supervises preparation of welfare reports and correspondence;
Represents Commissioner in dealings with representatives of other local departments and state and federal agencies on specific problems within scope of responsibility;
Develops clerical procedures to comply with state department of Social Services;
Participates in formulation of fiscal and accounting aspects of agency policy;
Participates in the rate negotiations with vendors and the contract preparation;
Performs difficult or unusual tasks as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of local and state laws and regulations which affect local welfare activities and of accepted accounting 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; and, to write clear and accurate reports and summaries.
Ability to perform routine accounting transactions utilizing data processing system.

MINIMUM QUALIFICATIONS

Promotion:

One (1) year of permanent competitive status as a Systems Accounting Manager, Auditor (Payroll), or Auditor III; or,
Two (2) years of permanent competitive status as an Accounting Supervisor, Grade B, Accountant II, or Auditor II; or,
Four (4) years of permanent competitive status as a Systems Accountant, Accountant I, or Auditor I.

Open Competitive:

A. Graduation from a regionally accredited or New York State registered college or university with a baccalaureate degree including or supplemented by twenty-four (24) semester credit hours in accounting and four (4) years of professional level experience, or its part time equivalent, in accounting, two (2) years of which must have been in a supervisory capacity; or,

B. Eight (8) years of paraprofessional or professional level experience, or its part-time equivalent, in accounting, four (4) years of which must have been professional level experience in accounting, two (2) years of which must have been in a supervisory capacity; or,

C. A satisfactory equivalent combination of training and experience as defined by the limits of (A) and (B).

NOTE: Successful completion of graduate semester hours in accounting or a closely related field from a regionally accredited or New York State registered college or university may be substituted for the non-supervisory experience as follows: Thirty (30) semester credit hours is equivalent to one (1) year of experience and sixty (60) semester credit hours is equivalent to two (2) years of experience.

11/10 Date Revised