

## **ACCOUNTING SUPERVISOR - GRADE B**

**DEPARTMENT:** Tioga County Department of Social Services  
**CLASSIFICATION:** Competitive  
**SALARY:** CSEA, Salary grade XI  
**ADOPTED:** 7/97; Revised 4/01, 7/14, 5/16 Tioga Co. Personnel & Civil Service

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional accounting position which involves responsibility for the supervision and coordination of staff engaged in performing record keeping, auditing, claiming, billing, cash receipting and related tasks. The incumbent may perform various areas of management functions including, but not limited to, program planning, budgeting, personnel management and supervision, and fiscal management. Incumbent is responsible for claiming, tracking and reconciling local, state, and federal revenues and grant allocations. Duties include reporting and program evaluation in order to maximize revenues and assisting Director of Administrative Services in the preparation of the departmental budget. It also involves compiling and analyzing staff work to use in more complex account keeping duties. The work is performed under administrative direction of the Director of Administrative Services according to acceptable accounting procedures. Supervision is exercised over all subordinate staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Performs higher level accounting functions, such as monthly reconciliation of the general ledger for departmental expenses and revenues;
- Collects and compiles data from various accounting reports to use in the preparation of reports, including grant submissions and federal and state aid claiming;
- Prepares or supervises the preparation of departmental reports, general ledgers and related material;
- Monitors and reconciles program and administrative revenues and expenditures to ensure budgetary compliance;
- Acts as lead contact for all fiscal audits;
- Monitors and revises an effective system of internal audit control;
- Plans, trains and supervises employees involved in detailed account keeping procedures to ensure accuracy, efficiency and compliance with established policies;
- Tracks grant funds and other forms of aid and compiles data into report form to claim reimbursements;
- Responds to a variety of correspondence regarding fiscal matters of the department;
- Represents department and/or Director of Administrative Services in dealing with representatives of other local departments and State and Federal agencies on specific problems within the scope of responsibility;
- Assists in the formulation and implementation of local policies and procedures for the fiscal services department;
- Communicates regulatory and departmental changes to staff and modifies accounting procedures upon authorization from supervisor;
- Participates in professional conferences and training programs.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:** Thorough knowledge of local, Federal and State laws and regulations which affect local social services activities; thorough knowledge of accepted accounting principles and techniques and ability to apply these in the performance of duties; ability to plan, direct and supervise 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; physical condition with the demands of the position.

**MINIMUM QUALIFICATIONS (Either):**

- (a) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in business administration, accounting or a closely related field AND two (2) years of full-time paid experience (or its part-time equivalent) in account keeping; one (1) year of which must have been in a supervisory capacity; **OR**
- (b) Graduation from a regionally accredited or New York State registered college or university with an associate's degree in business administration, accounting, or a closely related field AND four (4) years of full-time paid experience (or its part-time equivalent) in account keeping; one (1) year of which must have been a supervisory capacity; **OR**
- (c) Graduation from high school or possession of a high school equivalency diploma AND six (6) years of full-time paid experience (or its part-time equivalent) in account keeping; one (1) year of which must have been in a supervisory capacity; **OR**
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c).