

ACCOUNTING SUPERVISOR

TOMPKINS COUNTY

Department SOCIAL SERVICES
Classification COMPETITIVE
Labor Grade P(16)
Approved November 1976
Revised 8-82; 5-12-91; 4/99
By HH, Commissioner of Personnel

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for directing the accounting staff of the Department of Social Services in performing financial record keeping, auditing and related fiscal functions. The incumbent is responsible for planning, organizing, supervising and reviewing the work of the accounting unit under the administrative direction of the Director of Administrative Services. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervising and trains subordinates;
Prepares or supervises preparation of social services reports and correspondence;
Responds to a variety of correspondence regarding fiscal matters of the department;
Represents Commissioner in dealings with representatives of other local departments and State and Federal agencies on specific problems within scope of Social Services;
Participates in formulation of fiscal and accounting aspects of agency policy;
Analyzes financial impact and costs of new programs or program changes;
Monitors expenditures and revenues;
Performs difficult or unusual accounting tasks as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern methods used in keeping and checking financial records and accounts;
Thorough knowledge of office terminology, procedures and equipment and business English;
Good knowledge of local and State laws and regulations which affect local social services activities;
Ability to plan, assign and supervise the work of account keeping and clerical assistants;
Ability to make complex arithmetic computations involving fractions, decimals and percentage accurately;
Ability to analyze and organize complex data and prepare records and reports;
Ability to understand and interpret complex oral instructions and/or written directions;
Ability to develop effective working relationships and deal diplomatically with the public, subordinates, and other work contacts;
Ability to perform close, detail work involving considerable visual effort and strain;
Physical conditions commensurate with the demands of the position.

ACCOUNTING SUPERVISOR(CONT)

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Accounting, Business Administration or related field and two years of accounting or auditing experience; **OR**
- (b) Graduation from a regionally accredited or New York State registered two year college with an Associate's degree including or supplemented by 12 credit hours in accounting and four years of accounting or auditing experience; **OR**
- (c) Six years of accounting or auditing experience; **OR**
- (d) Any equivalent combination of training and experience as defined by the limits of (a), (b) and (c) above.

ACCOUNTING SUPERVISOR

TOMPKINS COUNTY

Department BUDGET & FINANCE
Classification CONFIDENTIAL
Labor Grade M(13)
Approved Bd Res. 12/1/92
Revised 12/2/92
By AF, Acting Comm. of Personnel

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for directing the Solid Waste Management Fee Accounting Staff of the Division of Budget and Finance in performing financial record keeping, auditing and related fiscal functions. The incumbent is responsible for planning, organizing, supervising and reviewing the work of the Solid Waste Management Fee accounting unit under the administrative direction of the Supervisor of Budget and Finance and Deputy County Administrator. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises and trains subordinates;
Prepares or supervises preparation of Solid Waste Management reports, reconciliations, return of delinquent fees and correspondence;
Responds to a variety of correspondence regarding fiscal matters of the Solid Waste program;
Participates in formulation of fiscal and accounting aspects of Solid Waste Management & disposal fees;
Analyzes financial impact and costs of new programs or program changes;
Monitors Solid Waste expenditures and revenues;
Performs difficult or unusual accounting tasks as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern methods used in keeping and checking financial records and accounts;
Thorough knowledge of office terminology, procedures and equipment and business English;
Good knowledge of local and State laws and regulations which affect local Solid Waste activities;
Ability to plan, assign and supervise the work of account keeping and clerical assistants;
Ability to make complex arithmetic computations involving fractions, decimals and percentage accurately;
Ability to analyze and organize complex data and prepare records and reports;
Ability to understand and interpret complex oral instructions and/or written directions;
Ability to develop effective working relationships and deal diplomatically with the public, subordinates, and other work contacts;
Ability to perform close, detail work involving considerable visual effort and strain;
Physical conditions commensurate with the demands of the position.

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ACCOUNTING SUPERVISOR, continued

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Accounting, Business Administration or related field and two years of accounting or auditing experience; **OR**
- (b) Graduation from a regionally accredited or New York State registered two year college with an Associate's degree including or supplemented by 12 credit hours in accounting and four years of accounting or auditing experience; **OR**
- (c) Six years of accounting or auditing experience; **OR**
- (d) Any equivalent combination of training and experience as defined by the limits of (a), (b) and (c) above.