



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **ACCOUNTING SUPERVISOR GRADE A**
Jurisdictional Class: Competitive
Civil Division: Department of Social Services
Adoption: CSM
Revised: CSM **3/17/04, 7/13/11**

DISTINGUISHING FEATURES OF THE CLASS:

Independently supervises the accounting operations of a local Social Services Department and performs related work as required. The work involves responsibility for independently directing a large staff engaged in the performance of record keeping, payment processing and related tasks. Incumbent in this classification is required to plan, organize and supervise the work flow performed in the accounting department. This work is performed under the administrative supervision of the Director of Administrative Services or other assigned Supervisor and involves independent judgment in formulation of accounting procedures for the accounting department as well as participation in formulating accounting and fiscal policy of the agency.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervises and trains subordinate personnel in accounting department;
Prepares or supervises the preparation of various financial and other reports;
Responds to a variety of correspondence regarding fiscal matters of the department;
Represents Director of Health & Human Services 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 regulations of the various state departments;
Assists in formulation of fiscal and accounting aspects of agency policy;
Responsible for completing and recording claims submitted to the state for reimbursement;
Assists in writing and tracking grants that the agency receives from various state departments;
Performs the reconciliation of various accounts within department;
Uses personal computer to enter and retrieve data from computer files;
Reviews accounts, reports and other documents for completeness, accuracy and conformity with established procedures;
Performs other related tasks as assigned by Director of Administrative Services or other supervisor.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of local and state laws and regulations that affect local social services activities;
Thorough knowledge 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, to write clear and accurate reports and summaries, to establish and maintain successful relationships with people;
Ability to communicate effectively both orally and in writing;
Ability to operate a personal computer and utilize common office software programs;
Ability to perform close, detail work involving considerable visual effort and concentration;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

Graduation from a standard senior high school or in possession of a general equivalency certificate, AND

- (A) Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in accounting and one (1) year of experience in work of an accounting nature, some of which must have been in the supervision of others engaged in work of a record keeping nature; OR
- (B) Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree supplemented by twelve (12) hours of accounting and three (3) years of experience in work of an accounting nature, one (1) year of which must have been in the supervision of others engaged in work of a record keeping nature; OR
- (C) Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in accounting, business administration or closely related field including or supplemented by twelve (12) semester credit hours in accounting and five (5) years of experience in work of an accounting nature, two (2) years which must have been in the supervision of others engaged in work of a record keeping nature; OR
- (D) Ten (10) years of experience in work of an accounting nature, five (5) years of which must have been in the supervision of others engaged in work of a record keeping nature and successful completion of twelve (12) semester credit hours in accounting; OR
- (E) An equivalent combination of training and experience as defined by the limits of (A), (B), (C) and (D) above.