



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

JOB SPECIFICATION

Civil Service Title: **ACCOUNTING SUPERVISOR GRADE B**
Jurisdictional Class: Competitive
Civil Division: Department of Social Services
Adoption: CSM
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

Independently supervises the accounting operations of a local welfare department; does related work as required. The work involves responsibility for independently directing a staff engaged in performing record keeping, auditing and related tasks, requiring planning, organizing, systematizing and supervision. This work is performed under administrative direction of the public welfare commissioner and involves formulating of accounting procedures and participation in formulating of accounting and fiscal policy of the agency.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervises and trains subordinates in account procedures;
Prepares or supervises preparation of welfare reports, including claims for reimbursement, administrative expenses and payroll;
Develops clerical procedures to comply with regulations of the State Department of Social Welfare;
Participates in formulation of fiscal and accounting aspects of agency policy;
May act as cashier, receiving all monies, issuing receipts, maintaining cashbook and posting cash received to ledger;
Represents Commissioner in dealings with representatives of local departments and State and Federal agencies on specific problems within scope of responsibility;
Conducts correspondence pertaining to welfare accounts and records;
Maintains a variety of records and prepares periodic reports of activities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of local, state and federal laws and regulations that affect welfare accounting operations;
Thorough knowledge of modern accounting principles and techniques and ability to apply these in the performance of duties;
Ability to plan, instruct and supervise the work of others;
Ability to write clear and accurate reports and summaries;
Ability to establish and maintain successful working relationships with people;
Resourcefulness;
Initiative;
Good judgment;
Good physical condition.

MINIMUM QUALIFICATIONS: EITHER:

(A) Five (5) years of satisfactory experience in work of an accounting nature, of which 2 years must have been in difficult and responsible work, of which the major part involved the supervision of others engaged in work of a record keeping nature, AND graduation from a standard senior high school course; OR

(B) Two (2) years of satisfactory experience in work of an accounting nature, of which 1 year must have been of the supervisory experience as described under (A), AND graduation from a recognized college or university from a 4-year course, OR successful completion of a standard accountancy course in a recognized school of accounting; OR

(C) A satisfactory equivalent combination of the foregoing experience and education.