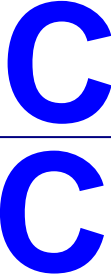




**CAYUGA
COUNTY**

F:\Civil\Jobsp Accounting
Supervisor



An Equal Opportunity - Affirmative Action Employer

CIVIL SERVICE COMMISSION

TITLE:	ACCOUNTING SUPERVISOR
JURISDICTIONAL CLASS:	COMPETITIVE
CIVIL DIVISION:	COUNTY DEPTS.
ADOPTION: CSM	5/12/99
REVISED: CSM	

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for directing the accounting operations of the Public Health Department and overseeing staff engage in financial record keeping, claims preparation, auditing and related fiscal functions. The work is performed under the administrative direction of the Budget Director of the Social Services and Public Health Departments with wide leeway allowed for the use of independent judgement in carrying out work activities. Supervision is exercised over the work of account keeping staff in the accounting divisions. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Supervises the maintenance of a variety of accounts reflecting the financial operations of the Health Services Division;
- Plans, assigns and reviews the work of subordinates;
- Instructs and trains subordinates in account keeping and financial record maintenance procedures;
- Participates in the formulation of fiscal and accounting aspects of department policy;
- Prepares the division budget and the financial report in conjunction with the Budget Director;
- Establishes, maintains and monitors appropriation, expenditure, and revenue accounts and records;
- Analyzes financial impact and costs of new programs or program changes;
- Responds to a variety of correspondence regarding fiscal matters of the department;
- Prepares a variety of financial records, reports and statements as required by state and federal regulations;
- Represents the department in dealings with representatives of state and federal agencies on specific problems within scope of responsibility;
- Analyzes state policy memoranda, bulletins and regulations and develops fiscal procedures to comply with mandated requirements;
- Prepares spreadsheets and forecasts the department's financial operations utilizing knowledge of a personal computer;
- Performs cost benefit analyses of various administrative functions and programs;
- Implements and oversees accounting and financial transactions to ensure compliance with Federal and State fiscal regulations;
- May audit program agent or sub-contracts to ensure proper expenditure control of program funds;
- Coordinates acquisition/distribution of equipment and supplies maintaining an inventory of equipment in department;
- Supervises, assigns, reviews and evaluates the work of a number of accountants and/or support clerical personnel in an accounting operation of segment thereof.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:

Thorough knowledge of modern methods used in keeping, checking and analyzing financial records and accounts;
Thorough knowledge of budgeting procedures and practices;
Thorough knowledge of office terminology, procedures, equipment and business English;
Good knowledge of local and state laws and regulations which affect local health services activities;
Ability to plan, assign and supervise the work of account keeping and clerical assistants;
Ability to assist in preparing the department budget;
Ability to make complex arithmetic computations involving fractions, decimals and percentages accurately;
Ability to analyze and organize complex data and prepare financial records and reports;
Ability to understand and interpret complex oral instructions and/or written directions;
Ability to develop effective working relationships with subordinates and other work contacts;
Ability to perform close, detail work involving considerable visual effort and strain;
Integrity and good judgement in solving complex account-keeping problems;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Possession of a master's degree from a regionally accredited or NYS registered college or university in accounting, business or public administration, economics or finance, including or supplemented by 24 semester credit hours in accounting and two years of experience in fund accounting, auditing, municipal budgeting or financial planning and analysis, _____ years of which must have been supervisory; **OR**
- (B) Graduation from a regionally accredited or NYS registered college or university with a bachelor's degree in accounting and four years of experience in fund accounting, auditing, municipal budgeting, or financial planning and analysis, three years of which must have been supervisory.