

Accounting Supervisor Tompkins County

Department: Department of Social Services
Classification: Competitive
Labor Grade: P (16)
Approved: 0
Revised: 8/82; 12/89; 5/91; 4/99; 4/13
By: HH, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

- (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) Graduation from high school or possession of a high school equivalency diploma **AND** six years of accounting or auditing experience; **OR**
- (d) Any combination of training and experience equal to or greater than that described in (a), (b), and (c) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

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. The incumbent will perform all related duties 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.

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.
The employee's physical condition shall be commensurate with the demands of the position.

Originally created November 1976

