

ORANGE COUNTY CLASS SPECIFICATION

TITLE: ACCOUNTING SUPERVISOR **GRADE:** 14

TITLE ABBREVIATION: ACCOUNTING SUPV **TITLE NO.:** 6048

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** PR **FLSA CODE:** AD

DEPARTMENT: VARIOUS **DIVISION:** ADMIN

SUPERVISOR'S TITLE: VARIOUS

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for independently directing assigned staff engaged in performing a variety of clerical and account-keeping activities which require planning, organizing, systematizing and supervision. The work is performed according to established policies and procedures and involves formulating accounting procedures and participating in formulating the accounting and fiscal policy of the agency. General supervision is received from the assigned supervisor. Does related work as required.

TYPICAL WORK ACTIVITIES:

AT DEPARTMENT OF SOCIAL SERVICES

Maintain supervisory control over the operation of the accounting functions of the Department of Social Services;

Directs clerical staff engaged in record keeping, auditing, posting, payroll and check preparation, public assistance claims, medical assistance and rolls for the institutional and non-institutional phases of public assistance and the Food Stamp Program;

Maintains cash receipts and disbursements journals, recovery and appropriation ledger accounts for various aid programs and services;

Supervises the preparation of checks issued as grants and indirect assistance to public welfare recipients, providers of services and supplies rendered; prepares payroll for employees of the Institution and Welfare Department;

Supervises the preparation of periodic statistical reports for all categories of assistance granted;

Supervises the preparation of monthly rolls which serve as a basis for reimbursement claims for all public assistance grants, medical care, and other forms of assistance;

Supervises the maintenance of an individual record (posting card) of assistance granted for each recipient including refunds and recoveries;

Supervises the preparation of miscellaneous reports which involves correspondence; maintains fiduciary accounts for the Commissioner;

Prepares annual budgets for the institutional and non-institutional appropriations;

Supervises the training of subordinates; develops and implements clerical procedures and techniques;

Supervises the preparation of payroll for the Department employees and processing of related records and maintenance of personnel records;

Appraises functions for effectiveness determining application of mechanization to improve efficiency;

Prepares annual reports which serve as a basis for reimbursement;

Signs in a deputized capacity claims submitted to state and federal agencies for authorized reimbursements;

Acts as a liaison between the office of Commissioner of Finance and the Social Services Department in behalf of the Director and the Commissioner;

Maintains fiscal and accounting functions in rendering an analysis of payments for services to Social Service recipients to the Department of Internal Revenue and New York State Tax Bureau;

Maintains subsidiary accounts and ledgers as a basis for report preparations;

Uses computer software applications or other automated systems such as database software, spreadsheets, word processing, e-mail software in performing work assignments.

AT DEPARTMENT OF RESIDENTIAL HEALTH CARE SERVICES

Prioritizes tasks, assigns, and supervises the work of accounting staff in the day-to-day operations of accounts receivable, accounts payable, and resident resources to ensure complex billing requirements and timeframes are met;

Directs staff engaged in record keeping, auditing, and posting;

Maintains automated billing, accounts payable and receivable records;

Prepares Medicare and Medicaid cost reports used to generate revenues;

Prepares monthly, year-end and annual fiscal reports;

Assists with the preparation of the annual budget;

Runs monthly payroll reports to monitor costing;

Maintains two general ledger systems;

Supervises the training of subordinates; develops and implements clerical procedures and techniques;

Appraises functions for effectiveness, determining application of mechanization to improve efficiency.

Uses computer software applications or other automated systems such as database software, spreadsheets, word processing, e-mail software in performing work assignments.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of local, State and Federal laws and regulations which affect accounting activities; thorough knowledge of accepted accounting principles and techniques and ability to apply these in the performance of duties; skill in the use of computerized word processing, database, and spreadsheet programs; ability to prepare and maintain accounting records, ability to design, implement and refine an effective accounting and reporting system; ability to plan and supervise the work of others; ability to establish and maintain successful working relationships with people; ability to communicate clearly, both orally and in writing; good judgment; emotional maturity; resourcefulness and initiative; tact and sensitivity to reactions of others; good powers of observation, perception and analysis; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Bachelor's Degree or higher in Accounting, Business Administration or related field and one (1) year accounting experience, six (6) months of which must have involved supervision of others engaged in work of a record keeping nature; OR
- (B) Associate's Degree in Accounting, Business Administration or related field and three (3) years accounting experience, six (6) months of which must have involved supervision of others engaged in work of a record keeping nature; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and five (5) years accounting experience, six (6) months of which must have involved supervision of others engaged in work of a record keeping nature;
- (D) An equivalent combination of training and experience as described in (A), (B) and (C) above.

Note: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.