

ORANGE COUNTY CLASS SPECIFICATION

TITLE: SUPERVISING ACCOUNT CLERK **GRADE:** 10

TITLE ABBREVIATION: SUPV ACCT CLERK **TITLE NO.:** 6728

JURIS.CL: C **SALARY CODE:** 01 **EEO CODE:** AS **FLSA CODE:** NE

DEPARTMENT: RESIDENTIAL HEALTH CARE SERVICES **DIVISION:**

SUPERVISOR'S TITLE: ACCOUNTING SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for application of accounting or auditing principles in accordance with established policies, procedures and regulations. The work includes detailed account keeping in both the County's and the nursing home's computerized financial systems. Work is performed under the general supervision of the Accounting Supervisor with leeway for independent judgement in prioritizing tasks to meet deadlines. Direct supervision is exercised over assigned accounting staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Prioritizes tasks, assigns and supervises work of accounting staff in the day-to-day operation of accounts receivable and resident resources to ensure complex billing requirements and timeframes are met;
2. Applies long-term care financial systems and billing regulations, including complex coding requirements, to all Medicare and Medicaid billing;
3. Maintains detailed system to track financial services to ensure compliance with billing regulations;
4. Assists in training employees to ensure knowledge of policies and regulations are current;
5. Furnishes statistical and other information for internal or external requirements through the use of computerized data files and spreadsheets;
6. Assists in developing tasks and standards for assigned staff, reviews work and gives input for performance evaluations;
7. Assists staff in solving accounting problems;

8. Reconciles all bank accounts and posts information to the general ledger;
9. Assists in developing and implementing procedures to enable effective work processes;
10. Acts as liaison with County Finance Department and outside legal firm for account collection.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of federal, state and local regulations which affect accounting procedures; good knowledge of financial, accounting and record keeping practices and office terminology, procedures and equipment; good knowledge of computerized word processing and spreadsheet programs; ability to supervise the work of others; ability to maintain complex accounts; ability to follow complex oral and written directions; good judgment; initiative; integrity; physical condition commensurate with the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree or higher in Accounting, Business Administration or related field and two (2) years of paid accounting experience in the health care field, one (1) year of which was in a supervisory capacity; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as defined in (A) above, one (1) year of which was in a supervisory capacity.