

Civil Divisions: Oneida County Government, Towns, Schools,
Mohawk Valley Water Authority
Jurisdictional Class: Competitive
EEO Category: Professional
Revised: 03/31/09

ACCOUNTING SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work of this class involves responsibility for independently directing a number of persons performing accounting operations, record keeping, auditing and related tasks, requiring planning, organizing, systematizing and supervision. The work also involves independent formulating of accounting procedures and participation in formulation of accounting and fiscal policy of the agency. The work is performed under the administrative direction of the Director or Commissioner of the assigned department. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervises and trains subordinates;
Prepares or supervises preparation of monthly appropriations and revenue reports;
Prepares budget additions and transfers for accounts;
Prepares and processes correspondence;
Makes journal entries into general ledger and prepares trial balances;
Represents the department in transactions with vendors and with representatives of other County departments;
Posts accruals received from the State into the revenue ledger;
Develops accounting procedures;
Assists in the preparation of the annual budget;
Participates in the formation of fiscal and accounting aspects of agency policy;
Posts cash receipts.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of local and State laws and regulations which affect local agency activities, and of accepted accounting principles and techniques, and ability to apply these in the performance of duties; ability to plan and direct the work of others and accept responsibility for their performance; ability to teach and impart knowledge, information and skills and to organize efficiently elements of a varied job; ability to write clear and accurate reports and summaries; ability to establish and maintain successful relationships with others; good judgment; emotional maturity; resourcefulness and initiative; tact and sensitivity to react to others; good powers of observation, perception and analysis.

continued...

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree in accounting, business administration, financial administration, economics, or a closely related field including or supplemented by eighteen (18) credit hours in accounting, **AND** two (2) years of full-time experience in accounting; one (1) year of which shall have been in a supervisory capacity; **OR**
- (B) Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree as noted in (A) above, including or supplemented by eighteen (18) credit hours in accounting, **AND** four (4) years of full-time experience in accounting; one (1) year of which shall have been in a supervisory capacity; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** six (6) years of full-time experience in accounting; one (1) year of which shall have been in a supervisory capacity.

NOTE: Thirty (30) graduate credit hours in accounting or business management or a closely related field may be substituted for one (1) year of the required non-supervisory experience.

Adopted: 01/28/82

Revised: 06/02/94, 07/27/94, 06/12/97, 08/19/02, 12/22/08, 03/31/09

Title in promotional series: Account Clerk/Account Clerk- Typist, Senior Account Clerk/Senior Account Clerk-Typist, Principal Account Clerk, Accounting Supervisor, Senior Accounting Supervisor, Principal Accounting Supervisor, Fiscal Services Administrator