

## SUPERVISING ACCOUNTANT

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position involving planning and development of accounting procedures and supervision of a staff in record keeping and preparation of financial reports. Employees of this class perform the more complex and responsible accounting functions of the unit. The work may be performed using an automated or manual accounting system. Work is performed under general supervision with latitude allowed in the exercise of independent judgment regarding internal procedures, priorities and the resolution of accounting problems. Supervision is exercised over a clerical staff. Does related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans and organizes the accounting functions of a department or section;  
Develops and revises improved work procedures and methods;  
Supervises the posting and balancing of accounts payable and receivable;  
Supervises and reviews the preparation of account keeping records and reports, including annual reports and budgets;  
Receives complaints and recommends solutions;  
Prepares accounting, financial, and statistical reports;  
Serves as liaison in accounting matters with various departments and agencies;  
Complies, prepares and analyzes various complex accounting records and reports;  
Writes programs utilizing user oriented program languages to help meet accounting needs.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, procedures and terminology of accounting; thorough knowledge of the techniques of internal checks and controls; ability to interpret law, rules and regulations pertaining to the preparation of financial records; ability to plan, organize and direct the work of others; ability to detect organizational problems and recommend solutions; ability to establish and maintain effective professional relationships; ability to interpret and apply accounting principles in the preparation of financial reports and records; ability to prepare and analyze complex and accurate financial reports; ability to utilize and automated accounting system and operate data entry and peripheral equipment; resourcefulness; accuracy; good judgment; physical condition commensurate with the demands of the position.

### MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Business Administration, Accounting, Economics or Finance plus three years of paid full time experience in accounting and/or auditing, one year of which shall have been in a supervisory capacity; or
- (b) Two years of college with a specialization in accounting, economics, or finance plus five years of experience as defined above, one year of which shall have been in a supervisory capacity; or
- (c) An equivalent combination of experience and training as defined within the limits of (a) and (b) above.