

2017-31

Applications are being accepted at the Wayne County Human Resource Department for the position of Accounting Supervisor, Grade B within the Social Services Department (DSS). This position will be filled provisionally pending Civil Service Examination at a later date.

Applications accepted up to 5pm on Wednesday, September 13, 2017 (HR must be in receipt of application).

2017 Rate for New Hire: \$26.532 /hr

### ACCOUNTING SUPERVISOR, GRADE B

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for independently directing a good sized staff engaged in performing fiscal and other record keeping, auditing and related tasks, requiring planning, organizing, systematizing and supervision. The work is performed under administrative direction of the Commissioner of Social Services. The work involves formulating of accounting/auditing procedures and participation in formulating of accounting and fiscal policy of the agency in accord with fiscal regulations and accepted standards.

#### **TYPICAL WORK ACTIVITIES:**

- Supervising and training of subordinates;
- Preparing and/or supervising preparation of reports/databases/spreadsheets;
- Preparing and distributing correspondence;
- Represents the Department of Social Services and/or the Commissioner in dealings with representatives of other local departments and State and Federal agencies on specific problems within the scope of responsibility;
- Develops, implements and monitors clerical and programmatic procedures to ensure compliance with regulations of the State and Federal government as they apply to the Department;
- Participates in formulation of fiscal and accounting aspects of agency policy;
- Performs difficult or unusual tasks as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of local and State laws and regulations which affect local Department of Social Services activities and/or accepted accounting principles and techniques and ability to apply these in the performance of duties; ability to plan, direct and monitor work of others and accept responsibility for their performance; ability to teach and impart knowledge and information and skills; ability to create and manipulate databases and spreadsheets, to organize efficiently elements of a varied job, to write clear and accurate reports and summaries, to establish and maintain successful relationships with people; 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:

1. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Business Administration, Accounting or related field and one year of satisfactory experience in work of an accounting nature of which the major part involved the supervision of others engaged in work of a record keeping nature; or
2. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in accounting, business or a closely related field and three years of satisfactory experience in work of an accounting nature of which at least one year must have been in a supervisory capacity; or
3. Graduation from high school or possession of a high school equivalency diploma and five years of satisfactory experience in work of an accounting nature, of which two years must have been in difficult and responsible work, of which the major part involved the supervision of others engaged in work of a record keeping nature;
4. or An equivalent combination of training and experience as defined by the limits of 1, 2 or 3 above

Adopted 8/2/76 Revised/Adopted 12/27/09