

## **ADMINISTRATIVE ACCOUNTING SUPERVISOR**

**DEPARTMENT:** Tioga County Departments  
**CLASSIFICATION:** Competitive  
**SALARY:** CSEA, Salary grade IX  
**ADOPTED:** Revised 4/01; 10/09, 11/09, Tioga Co. Personnel & Civil Service

**DISTINGUISHING FEATURES OF THE CLASS:** This is a higher level account clerical position involving responsibility for independently supervising and directing staff engaged in accounts payable, accounts receivable, billing and related tasks. This position differs from that of Principal Account Clerk in that direction is exercised over entire program functions rather than overseeing task specific duties. The incumbent will lead and participate in performing the work in accordance with generally acceptable accounting procedures as outlined by the administration. General supervision is received from the Director of Administrative Services or his/her designee, through conference and report review. Direct supervision is exercised over the work of subordinate staff engaged in the accounting and billing process. Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Supervises and participates in the maintenance of accounts receivable and payable, including balancing and reconciliation;
- Plans, trains and supervises employees in detailed account keeping procedures to ensure accuracy, efficiency and compliance with established policies;
- Prepares or supervises the preparation of departmental reports/ general ledgers & related material;
- Represents department and/or the Director of Administrative Services in dealing with representatives of other local departments and State and Federal agencies on specific problems within the scope of responsibility;
- Participates in the formulation of fiscal and accounting aspects of agency policy;
- Prepares and coordinates reviews with various auditors;
- Participates in professional conferences and training programs;
- Communicates regulatory and departmental changes to staff and modifies accounting procedures upon authorization from supervisor;
- Performs related work when required for the efficient execution of administrative functions of the department.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:** Thorough knowledge of accepted accounting principles and techniques and ability to apply these in performance of duties; knowledge of personnel methods and procedures; ability to plan, direct coordinate and supervise the work of others; ability to write clear and accurate reports and summaries; ability to establish and maintain successful relationships with people; resourcefulness; physical conditions 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 Bachelors degree in accounting, business administration, or a closely related field AND one (1) year of full-time paid work experience or its part-time equivalent in an account clerical\* position which must have been in a supervisory\*\* capacity; **OR**
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in accounting, business administration, or a closely related field AND two (2) years of full-time paid work experience or its part-time

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- equivalent in an account clerical\* position AND one (1) year of full-time paid work or its part-time equivalent of supervisory experience\*\* of account clerical functions; **OR**
- (c) Graduation from high school or possession of a high school equivalency diploma AND completion of 21 credit hours from a regionally accredited or New York State registered college or university in accounting, banking, or business administration AND four (4) years of full-time paid work experience or its part-time equivalent in an account clerical\* position AND one (1) year of full-time paid work or its part-time equivalent of supervisory experience\*\* of account clerical functions.

\*Account clerical positions are defined as those which make entries in a book of account or other record. Posting to accounts may be manual or computerized. Positions that primarily involve checking invoices or performing calculations are not considered account clerical.

\*\*Supervisory experience may include office management for a business's financial transactions.