

ACCOUNT-KEEPING SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is work of a responsible nature which involves providing direction and guidance to a small group of account-keeping personnel in the technical processing of fiscal materials. This includes payroll, accounts payable and receivable, grants, billing and funding for capital projects, etc. The work is performed under the general supervision of a higher-level administrator. Does related work as required.

TYPICAL WORK ACTIVITIES:

Analyzes, classifies and charges receipts and expenditures to the appropriate accounts;
Makes corrections as needed to accounts being charged, amends resolutions and enters budget amendments as appropriate;
Proves the general ledger, budget and revenue reports monthly and takes trial balances;
Transfers money as needed between accounts;
Takes responsibility for Capital Project Accounting which includes assigning project numbers, keeping track of revenue received and expenditures to meet the cash requirements; maintaining narrative for each sub-project; posting revenues, expenditures and transfers; and proving accounts monthly and yearly;
Assists in preparing all necessary reports and budgets (tentative, preliminary and final) by collecting departmental requests, inputting information, running tentative budget for administrative review, balancing all accounts, checking fund balances and making sure that budget complies with New York State Audit and Control;
Supervises subordinates by assigning work, training new employees, approving leave time and answering questions as needed;
Prepares procedural manuals and provides training as needed;
Troubleshoots accounting and computer-related accounting problems such as fund discrepancies, incorrect journal entries, payroll and software problems, etc.;
Prepares an annual salary schedule, checks a database program of increments against contracts, projects impact of salary increases, etc.;
Handles special projects which involve manual and/or special billing, projecting figures and preparing reports;
May assume full responsibility for the department's activities in the absence of the department head.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of bookkeeping practices, procedures and techniques applicable to municipal fiscal operations; good knowledge of computers and personal computers, particularly as related to computer account-keeping; ability to supervise and direct the work of others; ability to resolve account-keeping and data processing problems; ability to establish and maintain cooperative working relationships with others; ability to analyze and maintain financial data; ability to prepare financial reports clearly and concisely; ability to comply with complex oral and written instructions.

MINIMUM QUALIFICATIONS:

1. Graduation from high school or possession of an equivalency diploma; and five (5) years of paid work experience which involved the preparation and maintenance of accounts using one or more personal computer account-keeping programs, two (2) years of which must have included or been supplemented by supervisory responsibilities.

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2. An Associate's degree or higher which included or was supplemented by a minimum of nine (9) credits in Accounting, Finance, Business Administration, or comparable, and three (3) years of paid work experience which involved the preparation and maintenance of accounts using one or more personal computer account-keeping programs, two (2) years of which must have included or been supplemented by supervisory responsibilities.

NOTES: A Bachelor's degree or higher in Accounting, Finance, Business Administration or comparable curriculum shall be deemed fully qualifying.