

## **ACCOUNTING SUPERVISOR, GRADE A**

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized accounting work of a complex nature involving a responsibility for the development and implementation of policies and procedures to ensure the accurate allocation of expenditures, and for overseeing the daily activities of the accounting function in the Department of Social Services. The work is performed under the direction of the Director of Administrative Services and in accordance with applicable laws, rules and regulations. Supervision is provided to a large number of clerical, technical and professional staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Develops fiscal and accounting policies and general fiscal procedures for the Department of Social Services;

Develops clerical, technical and professional procedures in order to comply with Federal, State, and local regulations;

Supervises the activities of accounting staff;

Provides training to accounting personnel, as necessary;

Meets with staff members to implement new procedures and/or changes in current ones;

Interprets State bulletins and administrative directives and correspondence relating to the maintenance of fiscal records;

Prepares a wide variety of fiscal reports and correspondence;

Acts as liaison with representatives of other local departments and State and Federal agencies on specific financial issues;

Provides input on fiscal and accounting aspects of agency policies;

Makes oral and/or written presentations to explain new and revised fiscal and accounting policies.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of accounting principles and practices and the local and state laws and regulations which affect them; thorough knowledge of the fiscal management of departmental operations; good knowledge of local and state regulations governing the accounting and fiscal functions of the Department of Social Services \*; good knowledge of office terminology, procedures and equipment; good knowledge of office management and supervisory practices; ability to plan and direct the work of others; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relations with others; ability to understand and interpret complex written material such as government regulations;

**MINIMUM QUALIFICATIONS:** A Bachelor's degree or higher in Accounting, Finance, Business Administration or comparable curriculum, and six (6) years of professional accounting experience, two (2) years of which must have included supervisory or managerial duties as a major portion of the work.

\*To be demonstrated during the probationary period.