

SUPERVISOR OF FISCAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This is broad technical accounting and supervisory work involving responsibility for the planning and administration of a complex system of accounts, cash flow accountancy and the implementation of an investment program for a school district. Accounts are kept in accordance with the Uniform System of Accounts for school districts established by the New York State Department of Audit and Control. General supervision is received from an administrator and supervision is exercised over a number of clerical employees including account keeping and payroll personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans and initiates accounting procedures and routines within a uniform system of accounts;
Supervises accounting department personnel including payroll operations;
Maintains daily control of cash flow and makes investments in accordance with policy guidelines;
Participates in the formulation of accounting policies and banking procedures;
Makes budget and other warrant analyses;
Uses computer applications or other automated systems such as spreadsheets, and database software in completing work projects;
Maintains bond and investment ledgers;
Participates in the sale of bonds and in bids for investment;
Supervises and participates in insurance programs and may oversee fringe benefit programs;
Supervises and coordinates monies for special projects (federal and state);
Prepares detailed analyses and reports in areas of cost and budget control;
Prepares the annual state financial report, state aid applications and other fiscal and statistical statements and reports for State and Federal agencies;
Provides direction and guidance to account keeping and payroll personnel.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of accounting principles, practices and techniques, particularly as they relate to governmental accounting; good knowledge of payroll operations; good knowledge of office terminology, procedures and equipment; good knowledge of terms and practices used in investment of public funds; good knowledge of office management and supervisory techniques; ability to comply with complex oral and written instructions; ability to maintain and audit comprehensive accounting records, to prepare closing entries and financial statements and reports; ability to use computer applications such as spreadsheets and database software.

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher which included or was supplemented by twenty-four (24) credit hours in accounting and five (5) years of general post education accounting experience, at least two (2) years of which included supervision of personnel involved in the preparation and maintenance of general ledgers, financial statements and budgets.

NOTE: Twenty-four (24) additional credit hours in accounting may be substituted for two (2) years of the required experience; certification as a C.P.A. may be substituted for three (3) years of the required experience. In each instance, the requirement of two (2) years of supervisory experience must have been met.

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Competitive