

Department: Social Services
Classification: Competitive
Grade: 14

SPEC DISK B3
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ACCOUNTING SUPERVISOR - GRADE B

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for independently directing a good sized staff engaged in performing 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 procedures and participation in formulating of accounting and fiscal policy of the agency; except in a very large agency having an Accounting Supervisor, Grade A. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervising and training of subordinates;
Preparing or supervising preparation of social services reports;
Correspondence;
Represents Commissioner in dealings with representatives of other local departments and State and Federal agencies on specific problems within the scope of responsibility;
Developing clerical procedures to comply with regulations of the State Department of Social Services; Participating in formulation of fiscal and accounting aspects of agency policy;
Performing 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 social services activities and of accepted accounting principles and techniques and ability to apply these in the performance of duties; ability to plan and direct work of others and accept responsibility for their performance; ability to teach and impart knowledge and information and skills, to organize efficiently elements of a varied job, to write clear and accurate reports and summaries, to establish and maintain successful relationships with people; sound 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:

(a) 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 recordkeeping nature, and graduation from high school and preferably some advanced training in accounting; or

(b) Two years of satisfactory experience in work of an accounting nature of which one year must have been of the supervisory experience as defined in (a) and graduation from a recognized college or university from a four year course, preferably with specialization in business administration, or accounting; or successful completion of a standard accounting course in a recognized school of accounting; or

(c) An equivalent combination of training and experience as defined by the limits of (a) and (b).