

## GENESEE COUNTY

### **ACCOUNTING SUPERVISOR (HELP Program)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a supervisory position involving responsibility for performing complex accounting and related duties in various activities related to the fiscal management of a municipality. The incumbent is responsible for overseeing financial transactions, maintenance of accounting systems, and the preparation of complex reports and analysis. Work is performed under general direction in accordance with outlined policies and procedures, however, wide leeway is allowed for the exercise of independent judgment in planning and executing assignments. Supervision may be exercised over the work of a small number of clerical employees depending on organizational arrangement. The incumbent does related work, as required.

#### **TYPICAL WORK ACTIVITIES:**

Supervises and trains subordinates;  
Performs general accounting duties such as maintaining a general ledger and subsidiary ledgers, making journal entries, advising supervisors in regard to appropriate balances and fund transfers, and taking trial balances;  
Prepares or supervises preparation of financial reports and correspondence;  
Prepares a variety of tax, financial, and statistical reports and analysis to comply with State and Federal requirements, the annual budget preparation, and to provide pertinent information to administrators as a basis for decision making;  
Maintains chart of accounts;  
Implements new accounting procedures and systems in order to provide a clear audit trail of financial transactions;  
Works closely with state and independent auditors;  
Represents department in dealings with local departments and state and federal agencies;  
May coordinate the introduction and maintenance of data processing operations in relation to accounting functions.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND/OR PERSONAL CHARACTERISTICS:** Thorough knowledge of accounting principles and procedures and ability to apply such knowledge to accounting transactions; thorough knowledge of office methods and procedures and familiarity with the use of standard office equipment; good knowledge of the general principles of public finance administration, including budgeting and financial reporting; ability to prepare complete and accurate accounting reports and statements; ability to perform detailed work including written or numeric data and to make arithmetic calculations rapidly and accurately; ability to understand and carry out complex oral and written directions.

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to talk or hear and occasionally walk.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

### **MINIMUM QUALIFICATIONS: EITHER:**

- A. Possession of a Bachelor's degree or higher in accounting, business administration or economics, including fifteen (15) semester credit hours in accounting;

**OR:**

- B. Possession of an Associate's degree in accounting, business administration or economics, including fifteen (15) semester credit hours in accounting and two (2) years full-time paid experience in accounting or auditing;

**OR:**

- C. Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, and any combination of training, experience and education equal to or greater than that described in (A) and (B) above.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Non-Competitive

Adopted 5/28/24-12/31/24