

Civil Division : Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Professionals
Revised: 12/22/08

SENIOR ACCOUNTING SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is a professional accounting position responsible for independently directing a large staff engaged in performing record keeping, auditing, and related tasks requiring planning, organizing, systematizing and supervision. It involves independent formulation of accounting procedures and participation in formulating accounting and fiscal policies of the department. The work is performed under the administrative supervision of the Director or Commissioner of the assigned department. Supervision is exercised over other accounting clerical staff. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervises and trains subordinates;
Prepares or supervises the preparation of reports and correspondence;
Represents the department in transactions with representatives of other local departments and state and federal agencies;
Develops clerical procedures to comply with State and agency regulations;
Participates in the formulation of fiscal and accounting aspects of agency policy;
Performs difficult or unusual tasks as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Comprehensive knowledge of local and state laws and regulations which affect local agency activities, and of accepted accounting principles and techniques, and ability to apply these in performance of duties; thorough knowledge of modern methods used in keeping and checking financial records and reports; 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; judgment; emotional maturity; resourcefulness and initiative; tact and sensitivity to reactions of others; good powers of observation, perception and analysis.

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MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Accounting or Business Management or a closely related field, including or supplemented by twenty-four (24) semester credit hours in accounting, **AND** three (3) years of full-time, professional accounting experience; two (2) years of which shall have been in a supervisory capacity; **OR**
- (B) Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's Degree in Accounting or Business Management or a closely related field, including or supplemented by twenty-four (24) semester credit hours in accounting, **AND** four (4) years of full-time, professional accounting experience; two (2) years of which shall have been in a supervisory capacity; **OR**
- (C) Graduation from a regionally accredited or New York State registered two (2) year college with an Associate's Degree in Accounting or Business Management or a related field, including or supplemented by twenty-four (24) semester credit hours in accounting, **AND** six (6) years of full-time, professional accounting experience; two (2) years of which shall have been in a supervisory capacity.

NOTE:

- 1. Thirty (30) graduate credit hours in accounting or business management or a closely related field may be substituted for one (1) year of the required non-supervisory experience.
- 2. **Accounting clerical experience** (i.e. routine, closely supervised, repetitive tasks of a fiscal nature in accordance with prescribed procedures, such as making entries in a book of accounts or other record or making arithmetic computations) **IS NOT** considered professional accounting experience.

Title change from "Accounting Supervisor, Grade A" : 12/22/08

Adopted: 04/10/74
Revised: 10/20/92, 06/02/94, 12/22/08