

## **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. Accounts are kept in accordance with the Uniform System of Accounts and in conformance with Generally Accepted Accounting Principles (GAAP) and a variety of New York State and federal regulations. General supervision is received from the head of an agency or a higher level administrator, and supervision is exercised over a number of accounting, payroll and/or clerical staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Plans and initiates accounting procedures and routines within a uniform system of accounts;  
Supervises accounting functions including but not limited to, accounts payable, accounts receivable, general ledger entries, reconciliation, claiming, reporting and payroll taxes;  
Makes investments in accordance with policy guidelines;  
Participates in the formulation of accounting policies and banking procedures;  
Participates in the sale of bonds and in bids for investment and maintains ledgers for same;  
Develops and/or assists with the preparation of financial plans and budgets;  
Supervises and coordinates monies for special projects (federal and state);  
Prepares detailed analyses and reports in areas of cost and budget control;  
Prepares a variety of financial and other fiscal and statistical statements and reports for various government agencies and internal users;  
Responsible for supervision and training of accounting, payroll and clerical staff;  
Uses computer applications or other automated systems such as spreadsheets and database software in completing work projects;  
Maintains file of resolutions pertaining to payments, budget, fixed assets, bids, grants and capital projects;  
May make budget and other warrant analyses;  
May audit computer-generated monthly expenditure reports, revenues, etc.;  
May prepare financial statements and set tax rates;  
May oversee and participate in insurance and fringe benefit programs;  
May oversee all reporting and schedules required for auditing purposes.

### **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) credits 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.

(over)

**NOTE:** Twenty-four (24) additional credits 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.

\*The titles Supervisor of Fiscal Services (Town) and Supervisor of Fiscal Services (Village) have been retitled to Supervisor of Fiscal Services.