



# Accounting Supervisor

Job Specification  
Classification: Competitive  
Series: Accounting  
Level: 2 of 3

**DISTINGUISHING FEATURES OF THE CLASS:** This is the second level of the Accounting series and is responsible for performing and supervising professional level accounting responsibilities. Responsibilities may include developing year-end reports; preparing journal entries; coordinating projects with contract auditors; supervising accounting support staff; and processing related payroll, workers' compensation payments, purchase orders, and payments. The incumbent does related work as required.

**EXAMPLES OF WORK ACTIVITIES:** (Illustrative only)

- Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures, and maintains a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.
- Develops, prepares and reviews a variety of reconciliations, reports, and financial statements; prepares journal entries needed, worksheets, and statements as necessary for particular accounts.
- Performs a variety of accounting-related reconciliations to ensure accuracy of financial data and information, which may include: payroll benefits, cash receipts and deposits, workers' compensation, and/or other related items.
- Prepares year-end reporting, W-2s, 1099s, and audit-related materials; runs reports and processes closing of the financial system for fiscal year.
- Manages, maintains, and updates financial system setup for new funds, vendors, project codes, purchase orders, and vouchers for payment.
- Processes unemployment and worker's compensation payments; ensures accuracy of unemployment bills and determines when to issue payment.
- Works with City's external auditors.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Supervisory principles;
- Fiscal year-end closing practices and procedures;
- Online banking practices;
- Customer service principles when assisting employees;
- Account reconciliation practices, procedures, and techniques;
- Journal entry preparation;
- Generally Accepted Accounting Principles (GAAP);
- Applicable federal, state, and local laws, rules, and regulations;
- Automated financial management software packages.

Ability to:

- Monitor and evaluate employees;
- Prioritize and assign work;
- Use a computer and related software applications;

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:** (continued)

Ability to: (continued)

- Reconcile money and deposits for various accounts;
- Prepare and review journal entries;
- Enter information into databases and/or spreadsheets;
- Perform mathematical calculations;
- Record, analyze, verify, reconcile, and report accounting transactions;
- Prepare accounting statements and reports;
- Maintain confidential personnel and company records;
- Research discrepancies and take remedial action;
- Apply accounting procedures and principles;
- Communicate using interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either

- (A) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree or higher in accounting or business administration, which must have included or been supplemented by at least 18 credits in accounting, and 4 years of accounting or financial management experience 1 of which shall have been in a supervisory position; or
- (B) Associate's Degree in accounting or business administration, which must have included or been supplemented by at least 18 credits in accounting, AND 6 years of accounting or financial management experience 2 of which shall have been in a supervisory position; or
- (C) Equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**Driver's License Requirement-** No license required.

**Classification history:**

Revised: 3/20/2012