

## SUPERVISOR OF ACCOUNTING

Code No.: 3-01-041  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is an important supervisory position involving responsibility for the accurate maintenance of the accounts, books and records for transactions and assets of the Monroe County Water Authority. The employee supervises and participates in various financial analyses of operations. Works under the general supervision of the Manager of Information Systems. Direct supervision is exercised over a Junior Accountant, and clerical support. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Supervises and maintains a computer record system of accounts, books, and records for transactions and assets;

Maintains the general ledger; prepares monthly closings;

Monitors billing activities to assure income from water revenue is realized in correct accounting period;

Supervises and trains personnel for payroll, accounts payable, accounts receivable (other than water revenue), and inventory control activities;

Supervises the accumulation of costs incurred on the preparation of requisitions for reimbursement by County and Trustee;

Administers the long term debt program including scheduling for debt services;

Assists in preparation of financial reports;

Supervises and participates in various analyses of costs or sales, such as vehicle gasoline cost, comparison of water revenues.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the principles and practices of general accounting; good knowledge of the use of subsidiary and general ledgers; good knowledge of preparation of balance sheets and profit and loss statements; good knowledge of office management and organization; good written and oral communication skills; ability to supervise and plan the activities of others; ability to prepare and present financial reports; ability to analyze financial data; ability to maintain complex bookkeeping systems; integrity; good judgment; initiative; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma, plus EITHER:

- (A) Five (5) years of full-time or its part-time equivalent paid experience in accounting and analysis, including such activities as budget preparation, determination of budgeting schedules, compilation and maintenance of complex financial records; OR,

- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Accounting, or a related field with a minimum of 18 credit hours in Accounting\*, plus three (3) years of experience as outlined in (A); OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Business Administration, or a major in Accounting plus one (1) year paid full-time experience as outlined in (A) and (B); OR,
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C).

**NOTE:** \*Candidates who meet the minimum qualifications under option (B) must submit a student copy or itemized list of course work and credits received at the time of application.

**PROMOTIONAL REQUIREMENTS:**

Candidates must have permanent status in the competitive class for twelve (12) months as an Assistant Supervisor of Accounting at the Monroe County Water Authority.

**SPECIAL REQUIREMENTS:** Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

**REVISED:** June 11, 1981