



CHAUTAUQUA COUNTY DEPARTMENT OF HUMAN RESOURCES

3 N. Erie Street • Room 144 • Gerace Office Building, Mayville, NY 14757-1007 • Email cchrs@co.chautauqua.ny.us
Phone (716) 753-4237 • Fax (716) 753-4686 • Website www.co.chautauqua.ny.us

ACCOUNTING SUPERVISOR

**Full-Time w/Benefits
35 Hrs./Wk. @ \$23.47/Hour**

Interested candidates **MUST** complete a Chautauqua County Application for Employment and/or Examination available at www.co.chautauqua.ny.us click on "Employment." Resumes will not be accepted unless accompanied by an original application. Once application is complete, print and send to the Chautauqua County Department of Human Resources office for consideration.

Only applicants meeting minimum qualifications listed below will be considered for appointment.

DESCRIPTION OF POSITION: The Chautauqua County Department of Mental Hygiene is currently seeking qualified applicants for the position of Accounting Supervisor at the Mayville, NY office. This is a professional accounting position involving the performance of a variety of accounting transactions in an agency and the supervision of paraprofessional account keeping and clerical staff. This position acts as the ranking supervisor of the accounting functions for an agency that has no other fiscal supervisors, or as a supervising accounting assistant to a professional-level fiscal officer. The work is performed under the general supervision of the agency head or an administrative-level fiscal operations manager of higher rank. An employee in this class performs complex accounting operations in the agency in accordance with established accounting principles and the requirements of relevant law and rules. Supervision is exercised over lower level account keeping personnel. Does related work as required.

This position is being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.

TYPICAL WORK ACTIVITIES:

- Develops, revises and implements accounting systems and procedures to provide complete and accurate accounting for an agency's financial transactions;
- Directs and supervises a subordinate staff engaged in a variety of account keeping and fiscal activities;
- Prepares financial reports required by State laws and local rules detailing claims and expenditures;
- Performs cost and budget analyses, financial forecasting feasibility studies and other accounting tasks to aid in program efficiency and effectiveness;
- Prepares and monitors an annual budget as required;
- Maintains ledger and journal accounts and balances and reconciles bank statements and accounts;
- Prepares periodic fiscal and statistical statements and reports for agency use, or submission to State and Federal agencies;
- Assists the department head in the preparation of service contracts by collecting and preparing statistical reports;
- Assists the department head in the preparation of a programs annual operating budget and application for grants by compiling and analyzing financial data;
- Advises and consults with department head and other staff on current fiscal and reporting requirements and control of expenditures;
- Represents the department at various meetings as assigned;
- May coordinates purchases for a department, verifies funds are available from appropriate accounts, prepares requisitions and maintains list of qualified suppliers;
- Uses personal computer to make financial inquiries, maintain records and make financial analyses.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices and terminology of accounting; thorough knowledge of

financial administration including budgeting, purchasing and reporting; Good knowledge of modern office terminology, procedures, equipment and business English; Ability to develop and maintain accounting systems; Ability to prepare and analyze complex financial records, reports and statements; Ability to plan and supervise the work of others; Ability to communicate effectively both orally and in writing; Ability to operate a personal computer and utilize common office software programs; Ability to perform close, detail work involving considerable visual effort and concentration; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER

- A. Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's degree in Accounting, Business Management or related field including or supplemented by the completion of 18 credit hours in accounting and two (2) years of accounting or auditing experience which must have included the maintenance or auditing of double entry books of a business including the general ledger or in maintaining a governmental agency's books involving appropriation accounting and the preparation of budget and financial reports, one year of which shall have been in a supervisory capacity; **OR**
- B. Graduation from a regionally accredited or New York State registered two (2) year college with an Associate's degree in Accounting, Business Management or related field including or supplemented by the completion of 18 credit hours in accounting and four (4) years of accounting or auditing experience which must have included the maintenance or auditing of double entry books of a business including the general ledger or in maintaining a governmental agency's books involving appropriation accounting and the preparation of budget and financial reports, one year of which shall have been in a supervisory capacity; **OR**
- C. Graduation from a two (2) year course with a diploma in accounting from a New York State registered Business school and four (4) years of accounting or auditing experience which must have included the maintenance or auditing of double entry books of a business including the general ledger or in maintaining a governmental agency's books involving appropriation accounting and the preparation of budget and financial reports, one year of which shall have been in a supervisory capacity.

Equal Opportunity Employer