



ACCOUNTING SUPERVISOR II
Department of Community and Family Services
Salary: \$64,474.00

This is a provisional appointment pending a future civil service examination. This is professional accounting and supervisory work involving responsibility for the development, maintenance and auditing of accounting systems in the Department of Community and Family Services. An employee in this class is required to be familiar with government accounting, budgeting and reporting. The class differs from Accounting Supervisor I by virtue of more complex duties and larger scope of responsibility. The work is performed under the general supervision of the Director of Budget and Finance permitting considerable leeway for the exercise of independent judgment. Supervision is exercised over a number of employees in the Accounting Division in the Department of Community and Family Services.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title. Supervises the keeping of accounts, control funds and other financial and statistical data for the Department of Community and Family Services; initiates and forwards claims for State and Federal reimbursement; receives money for the Department, issues receipts and sets up and maintains records; approves and verifies disbursements authorized by department staff; supervises the preparation, prepares and presents for collection claims for insurance or other liquidation of assets assigned to the County by clients and keeps records thereof; supervises the receipt of and receives assets assigned to the County and maintains record of assets; makes reports; corresponds with clients, the State and Federal government and others regarding financial and accounting matters; may assist in preparation of annual budget; prepares periodic financial reports; may prepare periodic audits and audit reports of accounting records maintained by others; performs difficult or unusual tasks as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree which included or is supplemented by the completion of eighteen (18) credit hours in accounting and two (2) years of full-time paid professional experience in accounting or financial auditing, one (1) year of which must have been in a supervisory capacity;
- OR: (B) Completion of a minimum of sixty (60) credit hours at a regionally accredited or New York State registered college or university which included the completion of eighteen (18) credit hours in accounting and four (4) years of full-time paid professional experience as described in (A) above;
- OR: (C) Six (6) years of full-time paid professional experience as described in (A) above;
- OR: (D) An equivalent combination of the education, training, and experience as defined by the limits of (A) through (C) above

FINGERPRINTING: A fingerprint supported background investigation is required before an appointment is made to some positions. Pursuant to New York State Executive Law, the Division of Criminal Justice Services requires that a fee accompany each such request for a search. It is due once a job offer is made and accepted by the applicant.

For immediate consideration, submit an application on or before July 13, 2018 to:

Dutchess County Department of Human Resources
22 Market Street, Poughkeepsie, NY 12601
Phone: 845-486-2169
Website: www.dutchessny.gov
An EEO/AA Employer

Posted: 6/28/2018