

MANAGER - ACCOUNTING SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for the appropriation ledger accounting operations of the County's financial system which includes claims auditing and processing as well as the automated system of payments and encumbrances. Additionally, responsibilities may include the analysis and research of existing systems. Supervision is exercised over a number of professional accountants, and clerical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs and monitors the operations of the claims processing and appropriation ledger sections, ensuring adherence to established procedures, effective system coordination, and the development and conduct of projects and studies to enhance existing functions and systems;

Implements and participates in the formulation of new and revised policies and procedures within the framework of an automated accounting system, entailing considerable contact with data processing personnel to develop appropriate system modifications to satisfy changing requirements;

Directs the preparation of monthly financial management reports and issues daily and weekly interim statements and error reports to enhance departmental financial management and control functions;

Insures that the monthly reconciliation of the appropriations ledger and general ledger are properly completed and coordinates the year-end closing of the appropriations ledger;

Interprets County financial policies and procedures to all County departments and works with them in the use and understanding of financial management reports and the development of new informational reports;

Conducts and prepares analyses of financial data and problems relating to allocations and appropriations with personnel of the Budget Office;

Assists with the selection of new employees;

Keeps abreast of current trends within the field of financial management and associated computer applications.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles, theories, techniques and procedures of modern accounting and auditing; thorough knowledge of the utilization and limitations of data processing resources as they relate to financial management and control; ability to direct, train and evaluate a staff of professional accounting, clerical support and supervisory personnel; ability to analyze, develop and implement financial and other operational systems to properly control County fiscal activities; ability to communicate effectively both orally and in writing; ability to establish and maintain effective professional working relationships; integrity; resourcefulness; initiative; sound professional judgment; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in Accounting, Business Administration or Finance and five years of professional accounting or auditing experience which must have included two years in an administrative or supervisory capacity.

SUBSTITUTIONS: Master's Degree* in one of the specified fields may be substituted on a year for year basis, but candidates must possess the two years of administrative or supervisory experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized and accredited the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.