

REVENUE UNIT SUPERVISOR - SOCIAL SERVICES

GENERAL STATEMENT OF DUTIES: Directs the work of the Revenue and Trust Account Unit of the Department of Social Services; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of an accountant within the Division of Accounting and Control, directs the work of the Revenue and Trust Account Unit. Supervision is exercised over a small number of recordkeeping and clerical personnel.

EXAMPLES OF WORK: (Illustrative Only)

Participates in planning of record-keeping, filing systems, unit work procedures, cost studies, and other related activity necessary to process total revenue received;

Performs routine accounting and auditing work as required;

Helps prepare and maintain written procedure manuals detailing operations to be performed within the unit;

Supervises all ledger accounts;

Prepares and verifies vouchers for claims submitted by vendors of services;

Assures an orderly flow of routine bill preparation, verification, posting and routing;

Solves special problems by telephone or written correspondence;

Posts, verifies, and routes all receivables as required;

Obtains trial balances in the preparation of monthly statements, and for periodic as well as annual audit;

Organizes, assigns and reviews all work of unit;

Interprets unit policies;

Trains or provides training for all new unit employees in all phases of their work;

Assists subordinate employees in difficult phases of work;

Reassigns work within the unit when necessary;

Provides assistance to the Chief Accountant when required;

Prepares preliminary figures for budgetary usage from unit records.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; good knowledge of maintaining and checking financial accounts and records; good knowledge of accounting principles; ability to organize, plan, supervise and review the work of clerical personnel; good knowledge of State and Federal regulations pertaining to the New York State Public Assistance; ability to understand complex oral and written instructions; ability to maintain records and to prepare reports; ability to maintain good working relationships with a wide variety of people; high degree of accuracy; initiative; resourcefulness; industry; dependability; good physical condition.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from a standard high school course and four years of financial record keeping experience at least two of which include supervisory responsibilities; or: (b) any equivalent combination of training and experience.