

ACCOUNTING SUPERVISOR I

DISTINGUISHING FEATURES OF THE CLASS:

This is professional accounting and supervisory work involving responsibility for the receipt, oversight and distribution of support collections in the Child Support Enforcement Unit of the Department of Community and Family Services. The work involves supervision of account keeping personnel in the daily recording of all collections and disbursements and in the monthly balancing and reconciling of accounts. This class differs from Accounting Supervisor II by virtue of less complex duties. General supervision is received from a Social Welfare Manager II. Supervision is exercised over account clerical and clerical personnel.

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.

1. Oversees the account keeping function for child support collections and disbursements in the Department of Community and Family Services;
2. Prepares and delivers collection checks;
3. Investigates and replaces outstanding checks and investigates check forgeries;
4. Sets up IRS accounts and applies monies collected from tax refunds;
5. Delivers bank deposits;
6. Prepares monthly reports;
7. Appears in Family Court to testify as requested;
8. Meets with respondents, petitioners and attorneys to discuss cases;
9. Answers questions pertaining to support collection accounting;
10. Maintains files for state and federal tax offsets, bank reconciliations, disregards, etc.;
11. Trains, supervises, evaluates, approves benefit time and provides discipline to subordinates;
12. Develops procedures for efficient unit operation;
13. Prepares and conducts monthly staff meetings and attends weekly supervisory staff meetings.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of local and state laws and regulations which affect local child support collection activities; good knowledge of accepted accounting principles and techniques and ability to apply these in the performance of duties; ability to plan and direct the work of others and accept responsibility for their performance; ability to teach and impart knowledge, information and skills; ability to organize efficiently elements of a varied job; ability to communicate effectively both orally and in writing; ability to follow oral and written directions; tact and courtesy; initiative; resourcefulness; physical condition commensurate with the demands of the position.

ACCOUNTING SUPERVISOR I (Cont'd)

MINIMUM QUALIFICATIONS:

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

- EITHER: (A) Completion of two (2) years (60 credit hours) at a New York State registered or regionally accredited college or university which included the completion of twelve (12) 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) Four (4) years of full-time paid professional experience as described in (A) above;
- OR: (C) An equivalent combination of education, training and experience as defined by the limits of (A) and (B) above.

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ADOPTED: 10/17/88

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