

ADMINISTRATIVE SERVICES SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising the accumulation and reporting of fiscal and statistical information required by the federal, state, and local government in connection with the disbursement and reimbursement of funds for categories of assistance provided through the County Department of Social Services. The work is carried out in accordance with federal, state, and local policies and procedures. The work is performed under the general supervision of the Senior Accountant. Direct supervision is exercised over the work of subordinate clerical employees involved in the accounting, information gathering, and disbursement activities of the work unit. An Administrative Services Supervisor does related work as required.

TYPICAL WORK ACTIVITIES:

- Supervises and reviews the checking of account keeping records and reports for arithmetical and clerical accuracy, completeness, and proper extension;
- Traces transactions through previous accounting steps to determine sources of discrepancies;
- Oversees maintenance of appropriation accounts;
- Provides accounting information for reports utilized in establishing reimbursement due the County by the state and federal government for various categories of assistance provided through the department;
- Conducts correspondence pertaining to the work;
- Makes corrections and adjustments to accounting records;
- Reviews reports generated by the work unit to extract fiscal and management information utilized in establishing financial controls;
- Confers with personnel concerned to assure smooth functioning of newly implemented systems or procedures;
- Trains new employees in the work of the unit;
- Performs duties of position using an electronic data processing system to process, record, and report information.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of modern methods used in keeping financial accounts and records; working knowledge of the techniques of monitoring the expenditure and reimbursement of funds; good knowledge of business arithmetic and English; ability to readily acquire a familiarity with a variety of laws, regulations, and policies related to Social Services programs; ability to plan and coordinate the work of others; good judgement; integrity; resourcefulness; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Four years of experience in the compilation of financial accounts and records* of which two years shall have also included responsibility for developing and providing recurring fiscal statements and/or reports on at least a monthly basis.

*Study at a regionally accredited or New York State registered college or university which includes 15 semester credit hours in accounting may be substituted for two years of general experience in the compilation of financial accounts and records. No substitution is permitted for the remaining experience in developing and providing recurring fiscal statement and/or reports.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION