

Jurisdictional Class: Competitive  
Adopted: November 24, 2020

**SUPERVISOR OF FISCAL SERVICES**

**DISTINGUISHING FEATURES OF THE CLASS:** The duties of this position involve responsibility for the supervision of all accounting, reimbursement and internal data processing operations of the department and performance of all related work. The work involves responsibility for independently directing staff engaged in performing record keeping, auditing, and related tasks including internal controls. The work requires planning, organizing, systematizing and supervision. The work is performed under general supervision of the Commissioner and Deputy Commissioner of Social Services, with leeway allowed for exercise of independent judgement in planning and carrying out assigned tasks. Supervision is exercised over subordinate employees engaged in clerical and accounting duties. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Oversees accounting functions, including accounts payable, accounts receivable, claiming and reporting;  
Responsible for supervision and training of clerical and accounting staff;  
Prepares various fiscal, statistical and forecasting reports to various government agencies and internal users;  
Interprets and implements reimbursement regulations of State, Federal, and private agencies;  
Assists with the preparation of financial plans and budgets;  
Monitors budget performance by analyses;  
Assists with development of strategies and plans to maximize financial performance;  
Designs and implements systems to accumulate required financial information;  
Maintains and posts general ledger entries and prepares related reports;  
Oversees all reporting and schedules required for auditing purposes.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Thorough knowledge of governmental laws and regulations that affect reimbursement and financial reporting processes;  
Thorough knowledge of accounting principles and techniques;  
Ability to plan and supervise the work of others;  
Ability to teach and impart knowledge, information and skills  
Ability to effectively organize elements of a varied job;  
Ability to prepare clear and accurate reports and summaries;  
Ability to understand and use multiple state and local database systems;  
Ability to communicate effectively, both orally and in writing;  
Good powers of observation, perception and analysis;  
Physical conditions commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Business Administration, Accounting, or Finance and two (2) years of work experience which shall have included complex accounting procedures and the preparation of fiscal reports; or

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- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Business Administration, Accounting, or Finance and four (4) years of work experience which shall have included complex accounting procedures and the preparation of fiscal reports; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.