

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Occ. Code 0203500

Supervisor Agency Accounts, Grade 25

Brief Description of Class

Supervisor Agency Accounts positions oversee a fiscal management unit that maintains comprehensive accounting records. Positions often serve as the contact between agency fiscal management and other departments regarding policy and procedural changes. These positions may be assigned to oversee a broad range of areas such as accounts payable, purchase requisitions, vouchers, and account reconciliations.

These positions exist at multiple State agencies.

Distinguishing Characteristics

Supervisor Agency Accounts: second-level supervisor over a staff of accounting, paraprofessional, and clerical positions; oversees fiscal operations and accounts for assigned program area; ensures staff follow all procurement, purchasing, and applicable fiscal policies and procedures.

Related Class

Accountants perform professional accounting or auditing tasks requiring a knowledge of accounting principles and procedures in the development, examination, review, analysis, or supervision of financial and accounting records, including the preparation of related reports and statements.

Illustrative Tasks

Under the direction of a higher-level accounting or fiscal management position, supervises, plans, and coordinates procurement and expenditure activities; oversees billing and reporting processes for assigned area; ensures billing information is properly recorded; prepares updates to invoices and amortization schedules; oversees fiscal operations and accounts for revenues and expenditures; prepares budget for assigned program and may develop spending plans; improves fiscal reporting systems; reviews

and establishes procedures and controls for revenue collection; develops recommendations and policies impacting assigned accounts management operation; ensures proper accountability and prevents misappropriation of funds; provides direction and guidance on the issuance of policies and procedures; acts as the liaison with the Office of the State Comptroller (OSC) and program areas on complex contracting issues involving the procurement process and approvals; oversees the administration and audit of percentage contracts; monitors contract performance; and performs the full-scope of supervisor responsibilities for lower-level accounting, paraprofessional and clerical staff.

Minimum Qualifications

Promotion: one year of service in a fiscal, auditing, or accounting position allocated to Grade 23 or above.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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