

# New York State Department of Civil Service

DIVISION OF CLASSIFICATION & COMPENSATION

**Occ. Code 0403450**

## **Supervising Accountant, Grade 25**

### Brief Description of Class

Supervising Accountants oversee an accounting section within an agency. The positions oversee and perform accounting and/or auditing activities and financial reporting duties for a specialized functional area. Incumbents perform the more difficult accounting operations or calculations and may serve as the principal assistant to an accounting director. Supervising Accountants function as second-level supervisors over a professional staff of accountants or auditors.

These positions exist at multiple State agencies.

### Distinguishing Characteristics

*Supervising Accountant:* second supervisory level; performs the full-range of accounting, auditing and financial reporting activities in a large accounting and/or auditing operation; trains and supervises lower-level accounting and/or auditing and clerical staff.

### Illustrative Tasks

*Supervising Accountant:* Reporting to a higher-level accountant, in a large accounting and/or auditing organization, reviews and analyzes financial reports and systems ensuring accounting and reporting objectives are met; develops ongoing analyses of financial data and prepares appropriate reports; implements standardized analyses ensuring all programs are reviewed and analyzed; supervises subordinate accountants and/or auditors and clerical staff in an accounting section; assigns and schedules work and reviews completed work for accuracy and completeness; oversees examinations and preparation of annual reports; provides technical assistance on accounting problems and provides financial services relating to the establishment, maintenance, interpretation and reporting of the State's bank accounts and cash management practices; oversees fund transfers and reviews supporting accounting documentation; communicates significant banking changes; collaborates and assists in the development and execution of policies, procedures, protocols and performance measures; and recommends changes or revisions to procedures, systems and reports; conducts assessments and facilitates coordination of accountant and/or auditor teams to perform audits' develops and reviews cost allocation plans and methodologies for all program and overhead accounts; manages the preparation of allocation percentages

through analysis of financial and statistical data; and establishes federal cost allocation methodologies and coordinates audits; develops fiscal systems that allow staff to manage, analyze, and report data; prepares cost impact estimates for program changes; presents issues and identifies any apparent or potential accounting errors; coordinates with outside entities to resolve accounting disputes; develops, and enhances automated accounting programs; develops and enhances internal controls to ensure that resources are properly protected and accounted for; prepares and develops budgetary numbers and updates; provides management with analysis and statistical statements and reports; and collects, analyzes, and summarizes data to ensure that revenue is tracked against budgeted numbers.

### Minimum Qualifications

#### *Supervising Accountant*

Promotion: one year of service as an Associate Accountant or Associate Accountant (State Accounts & Systems).

**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 which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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