

DIRECTOR OF ACCOUNTING SERVICES

DISTINGUISHING FEATURES OF THE CLASS: The work involves planning and directing all accounting activities of the SAP Enterprise Resource Planning (ERP) System in the office of the Comptroller. The incumbent plans and implements fiscal control procedures to ensure the integrity of accounting records and reports. Supervision is received from the Comptroller and Deputy Comptrollers. Supervision is exercised over a large financial management and accounting staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Coordinates the data processing effort to update and develop data processing requirements to implement account systems;

Recommends, installs and maintains fiscal control procedures;

Manages, maintains and develops accounting improvements to the SAP/ERP System;

Assists in configuration of changes to the ERP System/SAP files;

Interfaces with the audit section of the Comptroller's Office;

Provides liaison with all department heads regarding accounting procedures and information;

Assists in planning and assignment of the work of subordinate accounting employees in recording and analyzing County transactions and the preparation of periodic financial statements and reports in conformity with Uniform System of Accounts for Counties (USAC); Generally Accepted Accounting Principles (GAAP); and Governmental Accounting, Auditing and Financial Reporting (GAAFR);

Assists in the oversight of the standardization of County-wide accounting procedures and all accounting activities performed by the Office of the Comptroller;

Assists in the oversight and participates in the preparation of a variety of periodic and special financial reports; including Federal, State, and County mandated reports;

Assists and advises Comptrollers and Deputy Comptrollers in a broad range of financial and cost problems and counsel them and department heads on the fiscal and budgetary implications of specific accounting applications involved.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of theory and practices of governmental accounting and auditing; comprehensive knowledge of modern methods of maintaining financial accounts and records; comprehensive knowledge of the principles and procedures for double entry accounting; thorough knowledge of business arithmetic and English; good knowledge of legislation governing maintenance of financial records; ability to examine account keeping procedures and to install revised accounting systems; ability to perform complex analyses of accounting records and procedures and to prepare detailed reports; ability to supervise a group of assistants in the preparation and maintenance of financial records and reports; ability to communicate effectively, both orally and in writing; ability to get along well with others; a high degree of accuracy; sound judgment; initiative and resourcefulness; industry and dependability; capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State four (4) year college or university with a Bachelor's degree in Business Administration or related field including or supplemented by twenty-four (24) semester credit hours in Accounting and six (6) years of accounting and/or auditing experience, at least two (2) years of which must have been in a supervisory or administration position

Continued.....

DIRECTOR OF ACCOUNTING SERVICES (continued.....)

Page 2

NOTE 1: Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Business Administration or a C.P.A. certificate issued by New York State may each be substituted for one (1) year of the required accounting and/or auditing experience, but may not be substituted for the required supervisory or administrative experience.

SUPERVISION - Responsible direction and control of subordinate employees. This involves the assignment of work, approval of work, training, evaluation and discipline of employees. The supervisory aspects must be an integral part of the job, not incidental or occasional.

ADMINISTRATION - Responsible direction and control of an organization or organizational unit. In addition to the supervision of work groups, the administrator is involved in planning, resource allocation, program evaluation and policy formulation.

ACCOUNTING - Recording, classifying, verifying, reporting and analysis of financial data.

AUDITING - Confirmation and documenting the veracity of data.

NOTE 2: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full time experience requirement.