



THE CITY OF OGDENSBURG

ACCOUNTING SUPERVISOR

The City of Ogdensburg is currently accepting applications for the position of Accounting Supervisor.

This The starting salary range is \$68,224 - \$85,500 (depending on experience and qualifications) with fringe benefits.

This position involves responsibility for directing the accounting operations of identified department(s) and overseeing staff engaged in financial record keeping, claims preparation, auditing and related fiscal functions. The work is performed under the administrative direction of the Department Head with wide leeway allowed for the use of independent judgment in carrying out work activities. Supervision is exercised over the work of account keeping staff in the accounting section. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

- Supervises the maintenance of a variety of accounts reflecting the financial operations of the department(s);
- Plans, assigns and reviews the work of subordinates;
- Instructs and trains subordinates in account keeping and financial record maintenance procedures;
- Participates in the formulation of fiscal and accounting aspects of department policy;
- Prepares the departmental budget and the financial report in conjunction with the Department Head and the annual financial report;
- Establishes, maintains, and monitors appropriation, expenditure, and revenue accounts and records;
- Analyzes financial impact and costs of new programs or program changes;
- Responds to a variety of correspondence regarding fiscal matters of the department;
- Prepares a variety of financial records, reports and statements as required by state and federal regulations;
- Represents the department in dealings with representatives of other departments and state and federal agencies on specific problems within scope of responsibility;
- Analyzes state policy memoranda, bulletins and regulations and develops fiscal procedures to comply with mandated requirements.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of modern methods used in keeping, checking and analyzing financial records and accounts;
- Thorough knowledge of budgeting procedures and practices;
- Thorough knowledge of office terminology, procedures, equipment and business English;
- Good knowledge of local and state laws and regulations

which affect local department activities;

- Ability to plan, assign and supervise the work of account keeping and clerical assistants;
- Ability to prepare the department budget;
- Ability to make complex arithmetic computations involving fractions, decimals and percentages accurately;
- Ability to analyze and organize complex data and prepare financial records and reports;
- Ability to understand and interpret complex oral instructions and/or written directions;
- Ability to develop effective working relationships with subordinates and other work contacts;
- Ability to perform close, detail work involving considerable visual effort and strain;
- Integrity and good judgment in solving complex account-keeping problems;
- Physical condition 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 Accounting, Business Administration and two (2) years of accounting or auditing experience; OR

B) Graduation from a regionally accredited or New York State registered two-year college with an Associate's Degree including or supplemented by 12 credit hours in accounting and four (4) years of accounting or auditing experience; OR

C) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan diploma and six (6) years of accounting or auditing experience.

Applications will be accepted until the position is filled. To apply, please complete a Civil Service application along with a resume and cover letter to Cathy Jock, City Clerk, 330 Ford Street, Ogdensburg, NY 13669. Applications are available at the City Clerk's office or on the City website at www.ogdensburg.org.

Please contact City Clerk Cathy Jock at cjock@ogdensburg.org or (315) 393-3540 with questions.

This is a provisional appointment. The successful applicant will need to take a civil service examination and score within the top three interested candidates in order to be permanently appointed.

The City of Ogdensburg is an Equal Opportunity Employer.