

ACCOUNTING SUPERVISOR

JOB CODE: 3503
DEPARTMENT: Tioga County Mental Hygiene
CLASSIFICATION: Competitive
SALARY: CSEA, SG XI
ADOPTED: RESO. 368-23 TIOGA COUNTY PERSONNEL & CIVIL SERVICE

DISTINGUISHING FEATURES OF THE CLASS: This is a higher-level accounting position which involves the responsibility for independently supervising and directing staff engaged in accounts payable, accounts receivable, billing, and related tasks within the Tioga County Mental Hygiene Department. Incumbent is responsible for planning, assigning, and reviewing the maintenance of financial records and reports along with instructing account clerical staff in the specialized details of such work. The work is performed under the administrative direction of the Director of Administrative Services. Supervision is exercised over the work of subordinate staff engaged in the accounting and billing process. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Performs higher level accounting functions, such as monthly reconciliation of the general ledger for department expenses and revenues;
- Collects and compiles data from various accounting reports to use in the preparation of reports, including grant submission and federal and state claiming;
- Shall monitor and reconcile program and administrative revenues and expenditures to ensure budgetary compliance;
- Plans, trains, and supervises employees in detailed account keeping procedures to ensure accuracy, efficiency, and compliance with established policies.
- Assigns work to clerical staff and determines work flow;
- Reviews and interprets information received from insurance companies concerning client eligibility and applies appropriate billing methods to interpret data to correctly enter claims into computer software and to rectify denied claims and rebilling within a timely and efficient manner;
- Reviews and ensures the proper use of CPT codes, diagnostic codes, revenue codes, APG codes, and NPI numbers and credentialing on billable claims processed by the department;
- Batches billable claims for electronic and paper filing;
- Reviews and interprets medical payment remittance advice and assures appropriate application to billing account, reconciling accounts where appropriate;
- Represents department and/or the Director of Administrative Services in dealing with representatives of other local departments and State and Federal agencies on specific problems within the scope of responsibility.;
- Participates in the formulation of fiscal and accounting aspects of agency policy;
- Acts as a lead contact for all fiscal audits and prepares and coordinates reviews with various auditors;
- Participates in professional conferences and training programs;
- Communicates regulatory and departmental changes to staff and modifies accounting procedures upon authorization from supervisor;
- May be responsible for the coordinating and processing of purchase orders to ensure timely submissions.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS: Thorough knowledge of accepted accounting principles and techniques and the ability to apply these in the performance of duties; ability to plan, direct and supervise the work of others and accept responsibility for their performance; ability to teach and impart knowledge, information and skills; ability to efficiently organize elements of a varied job; ability to write clear and accurate reports and summaries; ability to establish and maintain successful relationships with people; physical condition 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 a closely related field **AND** two (2) years of full-time work experience (or its part-time equivalent) in account keeping; one (1) year of which must have been in a supervisory capacity; **OR**
- (b)** Graduation from a regionally accredited or New York State registered college or university with an associate's degree in business administration, accounting, or a closely related field **AND** four (4) years of full-time work experience (or its part-time equivalent) in account keeping; one (1) year of which must have been a supervisory capacity; **OR**
- (c)** Graduation from high school or possession of a high school equivalency diploma **AND** six (6) years of full-time work experience (or its part-time equivalent) in account keeping; one (1) year of which must have been in a supervisory capacity; **OR**
- (d)** An equivalent combination of training and experience as defined by the limits of (a), (b), and (c).