



EXAMINATION, OPEN TO THE PUBLIC

ISSUED: December 26, 2018

ACCOUNTING SUPERVISOR, GRADE B

EXAMINATION NO. **62538**

Steuben County Department of Social Services

January 23, 2019

Read these instructions
carefully and thoroughly.

March 16, 2019

LAST FILING DATE

EXAMINATION DATE

A **NON-REFUNDABLE \$15.00 APPLICATION FEE** APPLIES FOR THIS TEST. See page 3 for details.

INCOMPLETE APPLICATIONS WILL BE DISAPPROVED.

SALARY: \$43,566 annually (\$51,254 after 1 year)

VACANCIES: One at the present time. The Eligible List resulting from this examination will be used to fill any appropriate vacancies that may occur in this title during the life of the list.

NOTE: A promotion examination for this title will be held at the same time as this open-competitive examination. The eligible list resulting from the promotion examination will be utilized first for filling available vacancies. In accordance with Rule 13.4 of the Steuben County Civil Service Rules, "An employee who is a candidate in a promotion examination for a title unique to a department or is a candidate in an intergovernmental promotion examination shall not be eligible to enter additionally an open competitive examination held at the same time for the same title."

RESIDENCY REQUIREMENT: Candidates must have been legal residents of **Steuben County** for at least four months immediately preceding the date of the written examination.

MINIMUM QUALIFICATIONS: POSSESSION OF THE MINIMUM QUALIFICATIONS MUST BE **CLEARLY DEMONSTRATED** ON YOUR APPLICATION.

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in accounting or business or public administration and two years of experience in account keeping work involving responsibility for double entry bookkeeping, including or supplemented by one year of experience in a supervisory capacity; or
- (b) Completion of two years of course work at a regionally accredited or New York State registered college or university and four years of experience in account keeping work, at least two years of which must have involved major responsibility for double-entry bookkeeping and the preparation of financial reports, and including or supplemented by one year of experience in a supervisory capacity; or
- (c) Graduation from high school or possession of a high school equivalency diploma and six years of full time paid experience in account keeping work, at least three years of which must have involved major responsibility for double entry bookkeeping and the preparation of financial reports, and including or supplemented by one year of experience in a supervisory capacity; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c) above

NEW HIRE DRUG SCREENING: New hires will be required to submit to a drug and alcohol screening prior to employment with Steuben County. Candidate will cover the cost of the screening. **A positive screening will delay and may bar hiring.**



DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising and directing the accounting operations of the Department of Social Services, including payroll and budget monitoring. The work is carried out in accordance with standard, well established account keeping methods as well as the specific procedures as recommended and/or mandated by the State Department of Social Services and involves the interpretation of regulations affecting the accounting operations of the department and the development of necessary systems modifications to comply with regulations and/or changes; the supervision of subordinate employees in the maintenance of the account systems and the preparation of all required reports; and advising the Commissioner of Social Services on all accounting and auditing matters for the department. Work is performed under the general supervision of the Commissioner of Social Services, with wide leeway allowed the incumbent for the exercise of independent judgment in organizing the details of the work to insure that the accounting and fiscal responsibilities of the department are carried out. Direct supervision is exercised over the activities of all subordinate account clerical employees of the unit. Does related work as required.

SUBJECTS OF EXAMINATION: A written test designed to evaluate knowledge, skills, and/or abilities in the following areas:

1. Administrative supervision

These questions test for knowledge of the principles and practices involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between an upper level supervisor and his/her subordinate supervisors in the accomplishment of objectives. These questions cover such areas as assigning work to and coordinating the activities of several units, establishing and guiding staff development programs, evaluating the performance of subordinate supervisors, and maintaining relationships with other organizational sections.

2. General accounting

These questions test for knowledge of the general accounting principles and practices used in the preparation of financial statements, in the recording and reporting of financial transactions, and in financial decision-making. Candidates will be required to demonstrate a current knowledge of Generally Accepted Accounting Principles (GAAP). Knowledge of computerized information systems as it applies to accounting may be required.

3. General auditing

These questions test for knowledge of the principles and procedures involved in substantiating and examining transactions and financial statements. It will require a knowledge of auditing techniques and Generally Accepted Auditing Standards (GAAS). Knowledge of the use of computerized accounting or auditing systems as it pertains to auditing may be required. Questions relating to internal controls applicable to manual and computerized accounting systems may be included.

4. Governmental accounting

These questions test for knowledge of the accounting practices employed to provide financial information used in determining and forecasting the condition of governmental units, and used for monitoring governmental performance, in terms of legal, contractual and fiduciary requirements. These questions will test for knowledge of and familiarity with common governmental funds, appropriation and encumbrance accounting, accounting for revenue and expenditures, and other aspects of accounting relating to the governmental sector.

5. Preparing written material

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.



6. Understanding and interpreting tabular material

These questions test your ability to understand, analyze, and use the internal logic of data presented in tabular form. You may be asked to perform tasks such as completing tables, drawing conclusions from them, analyzing data trends or interrelationships, and revising or combining data sets. The concepts of rate, ratio, and proportion are tested. Mathematical operations are simple, and computational speed is not a major factor in the test. You should bring with you a hand-held battery- or solar-powered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone.

Candidates are RECOMMENDED to use quiet, hand-held, solar or battery powered calculators.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at www.cs.ny.gov/testing/testguides.cfm or from the Steuben County Civil Service Office.

\$15 APPLICATION FEE: NO CASH ACCEPTED.

The New York State Civil Service Law requires our Office to collect an application fee. The amount of the fee is **fifteen dollars (\$15) per applicant for EACH examination** applied for. Fee must be submitted with the application form, **by check (personal or certified) or money order**, payable to "**Steuben County Finance**." You must record the EXAMINATION NUMBER(S) and TITLE(S) on your CHECK.

Applicants whose application forms are not accompanied by the appropriate fee or whose personal checks are returned for insufficient funds will not be considered as candidates. No Refunds. Also, no refund will be made to applicants who are *disapproved* or who *fail to appear*.

You are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified. Assistance is available from our office in person or by telephone at 607-664-2345.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center.

GENERAL INSTRUCTIONS:

1. Applications and additional information are available at the Steuben County Department of Personnel and Civil Service, Steuben County Office Building, 3 East Pulteney Square, Bath, New York 14810, or by calling 607-664-2345. Examination announcements are also available on the Internet at www.steubencony.org.
2. Applications postmarked after midnight of the "Last Filing Date" will be disapproved for this examination. If hand delivered, applications must be filed in the Steuben County Department of Personnel and Civil Service no later than 5:00 p.m. on the "Last Filing Date."
3. Falsification of any part of the "Application for Employment" will result in disqualification and possible legal action. Inquiries may be made as to character and ability and **all statements made by candidates are subject to verification**.
4. Applicants must **answer every question** on the application form and provide an **original signature**. You may include a resume in addition to completing the application form; however, you may **NOT** substitute "See Resume" for completing any portion of the application form. **INCOMPLETE APPLICATIONS WILL BE DISAPPROVED.**
5. Be sure to **KEEP A COPY** of your application materials. The Department of Personnel and Civil Service does **not** provide copies of records you submit.



6. APPLICATION FEE WAIVER: A waiver of the application fee will be allowed if you are unemployed *and primarily* responsible for the support of a household. In addition, a waiver of the application fee will be allowed if you are determined eligible for Medicaid; receiving Supplemental Security Income payments or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance); or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are SUBJECT TO VERIFICATION.** If you can verify eligibility for an application fee waiver, complete Application Item #13.
7. Accepted candidates will be notified of when and where to appear for the exam approximately one week before the scheduled date of the exam. None will be admitted to the examination without the official admission notice. If an application is disapproved, due notice will be sent.
8. This department does not make formal acknowledgment of the receipt of an application.
9. If you have not received your notice to appear for the exam by three days before the exam date, call 607-664-2345.
10. TESTING ACCOMMODATIONS: If special arrangements for testing are required (i.e. religious observance, disability, temporary disability conditions), submit a written request describing your needs with the application form. See Application item #12.
11. INTERVIEW ACCOMMODATIONS: If special arrangements for interviewing are required (i.e. disability, temporary disability conditions), submit a written request describing your needs with the application form. See Application item #12.
12. VETERANS CREDITS: Active service members, veterans or disabled veterans desiring to claim additional credit may submit an "Application for Veteran's Credit" accompanied by the form DD-214 prior to the establishment of the eligible list. The Form DD-214 may be submitted with your application for examination or at any time prior to the establishment of the resulting eligible list. **IT IS YOUR RESPONSIBILITY TO SEE THAT THE FORM DD-214 IS SUBMITTED TO THIS OFFICE. FAILURE TO SUBMIT A COPY OF YOUR DD-214 TO THIS OFFICE PRIOR TO THE ESTABLISHMENT OF ANY ELIGIBLE LIST WILL RESULT IN NO ADDITIONAL CREDIT BEING GRANTED.**
13. Military Service members on active duty on the exam date may request a military makeup exam by calling 607-664-2345. Members on active duty or discharged during the exam filing period may apply for the exam up to ten days before the exam date.
14. Per Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty are entitled to receive ten additional credits on an exam which may result in an original appointment in the municipality where the deceased parent served. Candidates eligible for additional credit should indicate this on their exam application.
15. Candidates who fail the examination or who fail to appear for the examination as scheduled will be eliminated from further consideration.
16. Under specific circumstances, an alternate test date may be arranged in accordance with established policy. Your request and verifiable documentation should be submitted at least one week prior to the test date or in case of an emergency no later than 5:00 p.m. on the next business day following the test. See Application item #12.
17. This examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service law. The provision of the New York State Civil Service Rules and Regulations dealing with the rating of exams will apply to this examination.
18. Special Requirement for Appointment in School Districts and BOCES: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.
19. Your degree and/or college credits must have been awarded by a regionally-accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices. If an educational institution outside of the United States and its territories awarded your degree and/or college credit you must provide independent verification of equivalency. You can call or write to our Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.
20. **Unless otherwise noted, candidates are recommended to use quiet, hand-held, solar or battery powered calculators.** Devices with typewriter keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are *prohibited*. You will not be permitted to use the calculator function of a cell phone.

Nathan A. Alderman, Personnel Officer