

ACCOUNTANT I "Trainee"

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for administering, coordinating, directing, and supervising the professional accounting duties as they relate to financial transactions, maintenance of an accounting system, preparation of reports and analyses and computer operations of the department. The work is performed under the general direction of the department head. Supervision may be exercised over the work of a small number of subordinate clerical employees. The incumbent does related work as required. The Trainee level is to receive "on the job training" while performing professional duties under close supervision. Upon completion of the specified training period, the incumbent will be advanced to the title of Accountant I without further exam.

TYPICAL WORK ACTIVITIES: *(Illustrative only)*

Plans, assigns, and reviews the maintenance and checking a wide variety of financial reports, and instructs employees in the specialized details of the duties;
Performs general accounting duties such as maintaining a general ledger, making journal entries, advising department head in regard to appropriate balances and fund transfers, taking trial balances, and reconciling of statements and accounts;
Develops and implements new accounting procedures and systems in order to provide a clear audit trail of financial transactions;
Supervises clerical and accounting functions of the agency;
Controls expense accounts and purchases;
Prepares a variety of tax, financial and statistical reports and analyses to comply with State and Federal requirements and to provide pertinent information to administrative officials as a basis for decision making;
Assists in the preparation of the annual county budget, including estimation of revenues and appropriations;
Directs continuing and special studies of the department and its operation;
May coordinate, introduce, and maintain the computer operations in relation to the accounting functions.
Supervises the staff in coding and classifying receipts and expenditures according to budgetary accounts;
Assists in all county bid and purchase activities;
Screens all purchase requisitions to assure lowest price available and quality of products.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of general and governmental accounting; thorough knowledge of public financial administration including budgeting and reporting; good knowledge of office terminology, practices, and procedures; ability to devise, install, and maintain accounting systems; ability to organize and supervise the work of others; ability to prepare and present complex written and oral reports clearly and concisely; good knowledge of purchasing and bid procedures; ability to get along well with others; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Accounting, Business Administration, Economics or related field including or supplemented by 18 semester credit hours in accounting and three years of satisfactory accounting or auditing experience which must have been in maintaining or auditing double entry books of a business, including the general ledger, or in maintaining governmental agency books involving appropriation accounting and the preparation of budget and financial reports; or
- (b) Completion of a minimum of 60 semester credit hours at a regionally accredited or New York State registered college or university including and/or supplemented by 18 semester credit hours in accounting and five years of satisfactory experience as described in (a) above; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).