

ACCOUNTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing professional accounting duties as they relate to financial transactions, installation and maintenance of accounting systems, payroll procedures, preparation of reports and analyses, and computer operations. The work is performed under general direction of a higher level administrator with wide leeway allowed for the exercise of independent judgment in planning and executing assignments. Supervision may be exercised over the work of a small number of subordinate clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES: *(Illustrative only)*

Performs general accounting duties such as maintaining a general ledger, making journal entries, advising department heads in regard to appropriate balances and fund transfers, taking trial balances and reconciling bank statements and accounts;

Develops and implements new accounting procedures and systems in order to provide a clear audit trail of financial transactions;

Oversees the payroll operation to ensure accuracy and completeness;

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 organization and preparation of the annual budget including estimation of revenues and appropriations;

Keeps informed of economic trends and advises responsible officials regarding financial planning and investments;

May coordinate the introduction and maintenance of computer operations in relation to the accounting function.

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 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 two 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 four 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).