

Department: County Manager  
Classification: Competitive  
Grade: 10M/C

SPEC DISK BA  
DOCUMENT 39

## SENIOR ACCOUNTANT

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves performing professional accounting duties in the development, examination, review, analysis or supervision of financial and accounting records. Knowledge of, and ability to research and understand, County policies and procedures and relevant laws and regulations is required. This position differs from Accountant because it involves professional level accounting activities, including extensive interaction with individuals in other departments to provide information and guidance, development and analysis of accounting systems and information and/or by more complex, specialized accounting work. Work is performed under general direction of a higher level employee or accounting supervisor with wide leeway allowed for the exercise of independent judgment in planning and carrying out assignments. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Develops and implements new and revises existing accounting systems including transaction codes, report balancing, report generation and system enhancements;  
Designs or assists in the design or revision of accounting schedule forms or reports;  
Monitors data processing problems and oversees correction processes;  
Acts as liaison to agency and non-agency staff regarding program operations and provides guidance in accounting matters;  
Assigns, reviews and evaluates the work of support staff;  
Supervises and participates in the maintenance of a manual or automated ledger operation including books of account or general ledger, classification and recording of transactions;  
Develops, revises and monitors an effective system of internal auditing control;  
Prepares complex financial and statistical reports and resolves errors; Instructs and advises accounting staff both internal and external to the department;  
Coordinates accounting functions with other units of County government;  
Develops and implements new accounting procedures and systems to provide a clear audit trail of financial transactions;  
Assists with the preparation of the annual budget including estimation of revenues and expenditures;  
Implements new accounting pronouncements.

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

Thorough knowledge of the principles and practices of general and governmental accounting;  
Thorough knowledge of financial administration including budgeting and reporting;  
Thorough knowledge of business arithmetic and English;

Good knowledge of office terminology, practices and procedures;  
Working knowledge of trends and current developments in the field of accounting;  
Working knowledge of the computerized application of accounting systems, both mainframe and personal computers;  
Ability to interact successfully with individuals outside of the agency;  
Ability to explain accounting-related concepts to staff members having varying levels of expertise, as well as to supervisors and managers;  
Ability to review reports, find and define problems, and propose solutions;  
Ability to cope with multiple, changing priorities and stringent deadlines;  
Ability to analyze and evaluate accounting problems to devise solutions;  
Ability to plan and supervise the work of others;  
Ability to plan and analyze complex financial and statistical records, reports and statements;  
Ability to prepare and present complex oral and written reports clearly and accurately;  
Ability to operate a computer terminal;  
Ability to perform close, detail work involving considerable visual effort and strain;  
Accuracy; Good judgment;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

PROMOTION: Satisfactory completion of three year service as an Accountant and/or Accountant Trainee, working within the County Managers Department.

OPEN COMPETITIVE

- (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 and five 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 seven 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).

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