

SENIOR ACCOUNTANT

Code No. 3-01-006
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a senior level professional accounting position responsible for design, modification and/or implementation of new or existing accounting procedures and business office systems. Duties include performing the more complex accounting operations of a unit. This position is distinguished from Associate Accountant in that planning and developing accounting procedures and supervising a functional unit are not performed. The employee reports directly to and works under the general supervision of an Associate Accountant or other higher-level staff member with latitude allowed in the exercise of independent judgment. General supervision may be exercised over Accountants, Junior Accountants and clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Designs new or modifies existing accounting procedures and systems to provide record of financial transactions;

Ensures all accounting procedures and records meet federal, state and local requirements;

Supervises or participates in the posting of accounting data to general ledger accounts from subsidiary records and papers;

Supervises or participates in the maintenance of revenue and expenditure control accounts and prepares reports relating to the status of such accounts;

Prepares specialized or standard financial statements and reports;

Audits contracts and vouchers to approve claims for payment;

Assists in the development of government grant applications and in auditing existing grants;

Participates in the planning and management of cash flow and prepares related records and reports;

Integrates manual records with automated accounting systems;

Develops computer based programs on a personal computer (PC) utilizing user oriented program languages to help meet accounting needs;

Assists other departments in accounting matters as required and under the direction of a supervisor.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles, procedures and terminology of both general and governmental accounting; good knowledge of the techniques of internal control; good knowledge of third party reimbursement; good knowledge of state and federal grant regulations; good knowledge of audit procedures as defined by the federal government; ability to design, implement and modify accounting systems; ability to interpret state, federal, and local government laws, rules and regulations pertaining to the preparation of financial records; ability to design, implement and maintain accounting and office procedures and systems; supervisory ability; ability to prepare and analyze complex financial and statistical records, reports and statements; ability to

utilize an automated accounting system and perform data entry; ability to establish and maintain professional working relationships; ability to communicate orally and in writing; ability to solve accounting problems and perform work accurately; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma PLUS either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's or Bachelor's degree in Accounting PLUS two (2) years paid full-time or its part-time equivalent professional* experience in auditing or accounting; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Economics, Finance or Business Administration that includes a minimum of fifteen (15) semester credit hours in accounting, PLUS three (3) years paid full-time or its part-time equivalent professional* experience as defined in (A) above; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

*Professional experience in auditing or accounting, for the purposes of these minimum qualifications, does not include account keeping, bookkeeping, or other clerical financial or record keeping activities.

NOTE: Candidates who meet the minimum qualifications under (B) must submit at the time of application a student or official copy of a college transcript or itemized list of course work and credits received. -

SPECIAL REQUIREMENTS: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

REVISED: April 18, 1985
REVISED: October 6, 1988
REVISED: September 19, 1990
REVISED: March 7, 2002
REVISED: October 6, 2011
REVISED: January 4, 2018