

PROJECT ACCOUNTANT

Code No: 3-01-056

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a professional accounting position responsible for confirming and processing business travel arrangements, processing expense report reimbursement, performing reconciliations, as well as other accounting related tasks. Work is conducted in accordance with established business procedures involving the use of an automated accounting system. The employee reports directly to and works under the general supervision of a higher level staff member. Supervision of others is not a responsibility of this class. 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):

Confirms and processes business travel arrangements and payment vouchers, such as expense reports, reimbursements as well as other accounting related tasks;

Performs reconciliation, verifies policy adherence, compiles and utilizes detailed spreadsheet data to update the general ledger and for analysis and supplemental reporting;

Conducts research on travel inquiries from the accounting office or other personnel, and provides them with the requested information;

Facilitates budget appropriation transfers such as travel voucher submissions that lack sufficient funding;

Utilizes document management software to research, review and process vouchers for payment;

Assumes responsibility for the recouping of sales tax erroneously charged;

Works with other accounting personnel on special projects and year-end closings.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of general bookkeeping, accounting and auditing principles, methods and procedures; good knowledge of computer applications used in accounting; good knowledge of the operations of personal computers as related to financial systems; working knowledge of internal checks and controls; ability to utilize an automated accounting system; mathematical ability; ability to establish and maintain effective working relationships; ability to communicate effectively orally and in writing; organizational ability; accuracy; good judgment; 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 or Master's degree in Accounting or Business Administration; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, plus two (2) years of paid full time or its part time equivalent professional* experience in accounting and/or auditing; OR,
- (C) Licensure as a Certified Public Accountant; OR,
- (D) Any equivalent combination of education and experience as defined by the limits of (A) and (B) above.

NOTE: * For the purpose of these minimum qualifications, professional level accounting/auditing does not include account keeping, bookkeeping, or other clerical, financial, record keeping activities.

SPECIAL REQUIREMENTS: Candidates will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate the ability to meet the transportation needs of the job.

REVISED: May 29, 1986
REVISED: May 3, 2001
REVISED: October 6, 2011