

ASSOCIATE ACCOUNTANT

Code No. 3-01-048

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a senior level professional accounting position responsible for planning, developing, and participating in accounting procedures, supervising staff in one functional unit of a department to which assigned, and/or performing specific high-level accounting functions such as project accounting. Employees perform the more complex and responsible accounting functions of the unit. This title is distinguished from Principal Accountant in that supervising more than one functional unit is not performed. The employee reports directly to, and works under the general supervision of a Controller or other higher level staff member, with wide latitude allowed in the exercise of independent judgment regarding internal procedures, priorities and the resolution of accounting problems. General supervision may be exercised over an accounting and clerical staff. 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.)

Supervises and/or participates in the development, posting and balancing of journal entries (e.g. accounts receivable and payable);

Supervises and/or reviews the preparation of financial records and reports, including interim and annual reports and annual financial statements;

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

Performs accounting functions and fixed asset analysis;

Develops accounting systems to ensure compliance with State laws regarding financial reporting;

Creates, maintains and monitors capital project structure, plans and budget as submitted by operating departments;

Addresses problems and recommends alternative solutions; develops and revises improved work procedure methods;

Develops required fund schedules for the annual audit;

Works with operating departments in monitoring and analyzing project costs;

Performs monthly monitoring and analysis of trial balances and profit and loss (P/L) statements;

Reviews cash requirements for periodic vendor payments and interdepartmental chargebacks;
Processes claims for reimbursements relating to various projects;

Reviews capital project funds for potential closing and performs the closing process when required;

Serves as liaison in accounting matters with various departments or agencies;

Updates financial system master data and chart of accounts;

Performs testing and documenting system updates;

Develops computer based programs on personal computer (PC) utilizing user oriented software

languages to assist with meeting accounting needs.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, procedures and terminology of both general and governmental accounting; thorough knowledge of the techniques of internal control; good knowledge of third party reimbursement; good knowledge of federal and state grant regulations; good knowledge of audit procedures as defined by the federal government; ability to design, implement and modify accounting systems; ability to plan and develop accounting procedures; ability to interpret state, federal and local government laws, rules and regulations pertaining to the preparation of financial records; supervisory ability; ability to prepare and analyze complex and accurate financial reports; 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; resourcefulness in solving accounting problems; ability to perform accounting 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 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 Accounting, plus three (3) years paid full-time or its part-time equivalent professional* experience in auditing or accounting; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Economics, Finance, or Business Administration including a minimum of twelve (12) college semester credit hours in accounting courses**, plus three (3) years paid full-time or its part-time equivalent professional experience as defined in (A) above; OR,
- (D) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Economics, Finance, or Business Administration including a minimum of eighteen (18) college semester credit hours in accounting courses**, PLUS four (4) years paid full-time or its part-time equivalent professional experience as defined in (A) above; OR,
- (E) An equivalent combination of education and experience as defined by the limits of (A), (B), (C) and (D) above.

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

**Relevant college semester credit hours shall include no more than three (3) credit hours received for internships.

NOTE: Candidates who meet the minimum qualifications under (C) and (D) above 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.

REVISED: April 18, 1985

REVISED: September 19, 1990

REVISED: October 6, 2011

REVISED AND TITLE CHANGED: December 3, 2015

FORMERLY: Supervising Accountant