

## FIXED ASSET ACCOUNTANT

Code No. 4-01-037

COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional accounting position at the Monroe County Water Authority responsible for maintaining accounting records, tracking budgets, costs, and cash balances, preparing reports and studies, cost projection, as related to fixed assets. Work also includes field work to tag assets. The employee reports directly to and works under general supervision of an administrative staff member. 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.)

Maintains and monitors various budgets including those for capital improvement, renewal and replacement and other fixed asset projects to ensure compliance with expenditure policies;

Maintains and monitors capital fund, cash and project expenditures;

Requisitions reimbursements and payments for various fixed asset projects as assigned;

Prepares studies and analyzes costs of various fixed asset operations or services as assigned;

Maintains and monitors various related monthly reports and review variances

Manages the annual physical inventory count and balancing to general ledger;

Assists in automation projects to define and develop enhancements to existing system;

Prepares journal entries and adjustments, reconciles accounts and prepares financial summaries.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the principles, procedures and terminology of general and fixed asset accounting; ability to interpret State, Federal and local government laws, rules and regulations as related to the preparation of financial records; working knowledge of Monroe County Water Authority's policies and procedures related to fixed asset accounting; ability to conduct physical inventory of assets; ability to prepare and analyze financial and statistical records, reports and statements; ability to utilize and assist in modifying automated accounting and fixed asset systems; ability to establish and maintain effective professional relationships; resourcefulness; accuracy; integrity; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Accounting plus two (2) years paid full-time or its part-time equivalent professional\* accounting experience, one (1) year of which must have involved fixed asset accounting in a utility or manufacturing environment; OR,

- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree with a minimum of eighteen (18) semester credit hours\*\* in accounting plus two (2) years experience as defined in (A) above, one (1) year of which must have involved fixed asset accounting in a utility or manufacturing environment; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Accounting plus one (1) year paid full-time or its part-time equivalent professional accounting experience involving fixed asset accounting in a utility or manufacturing environment; OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

\*Professional accounting experience does not include bookkeeping, account-keeping or other clerical, financial or record-keeping activities.

\*\*Candidates qualifying under option (B) must submit a student transcript or itemized list of course work.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

**ADOPTED:** November 10, 1994