

JUNIOR ACCOUNTANT

Code No.: 3-01-012
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an entry-level accounting position responsible for general bookkeeping, reviewing, and posting entries, and preparing standard financial reports. The work is performed according to established accounting procedures and is performed using an automated or manual accounting system. This title is distinguished from Accountant in that work is semi-professional and financial report preparation is not performed. The employee reports directly to and works under the general supervision of a higher-level staff member. General supervision may be exercised over one or more clerical positions. 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.)

Reviews and posts entries into the computerized accounting system, including the general ledger, accounts payable, and accounts receivable according to established accounting procedures;

Assists in the maintenance and recording of departmental expenditures and budget line accounts;

Deposits money to specified accounts;

Reconciles receipts, expenditures, and deposits with internal clerical and/or accounting personnel, and with banking institutions;

Prepares fiscal and departmental operating reports by completing information on existing forms;

Prepares reports by completing information on existing forms, or audits such reports prepared by others prior to submission;

Enters required information on vouchers, claims, invoices, and payroll entries prior to submission;

Contacts internal accounting and clerical personnel, departments, municipalities and businesses relative to accounting matters;

Works on special projects under the direction of higher-level accounting staff involving revenue maximization and/or cost reduction;

Designs and utilizes computer spreadsheets and databases within existing software programs to assist with meeting accounting needs.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of general bookkeeping, accounting, and auditing principles, methods and procedures; good knowledge of internal checks and controls; ability to utilize an automated accounting system and perform data entry; ability to design and maintain spreadsheets and databases within existing software programs; ability to reconcile accounts; ability to establish and maintain professional working relationships; ability to communicate orally

and in writing; ability to follow oral and written directions; mathematical ability; accuracy; 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 an Associate's or Bachelor's degree in 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 included a minimum of fifteen (15) semester credit hours in accounting; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Economics, Finance or Business Administration that included a minimum of fifteen (15) semester credit hours in accounting plus one (1) year of full-time or its part-time equivalent paid experience in accounting, auditing or bookkeeping; OR,
- (D) Any equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

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

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 job.

REVISED: October 30, 1975
REVISED: September 19, 1980
REVISED: November 29, 1984
REVISED: August 4, 2005
REVISED: October 6, 2011