

ACCOUNTANT

Code No: 3-01-038
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a professional accounting position responsible for maintenance of accounting records and preparation of financial reports and analyses. Work is performed using an automated or manual accounting system. This title is distinguished from Senior Accountant in that design, modification or implementation of accounting systems 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 a small number of 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.)

Maintains general books of accounts including general ledgers and journals, making adjustments or entries and preparing financial summaries;

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

Maintains expenditure and budgetary control accounts and prepares reports relating to the status of such accounts;

Examines and/or personally prepares vouchers, claims and payroll supporting data;

Conducts audits of various financial records;

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

Integrates manual records with automated accounting systems;

Instructs subordinates on routine posting, filing and related accounting activities;

Prepares standard or specialized fiscal reports.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles, procedures and terminology of both general and governmental accounting; good knowledge of the techniques of internal control; good knowledge of audit procedures as defined by the federal government; ability to interpret state, federal and local government laws, rules and regulations pertaining to the preparation of financial reports; ability to prepare and analyze financial and statistical records, reports and statements; ability to utilize an automated accounting system and perform data entry; ability to follow oral and written directions; ability to communicate orally and in writing; ability to establish and maintain professional working relationships; resourcefulness in solving accounting problems; accuracy; good judgment; 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 or Master'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, PLUS one (1) year 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 an Associate's degree in Accounting, PLUS two (2) years paid full-time or its part-time equivalent professional* experience in auditing or accounting; OR,
- (D) Any equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

*Professional experience in auditing or accounting shall not include account keeping, bookkeeping, or other clerical financial or record keeping activities.

NOTE: Candidates who meet the minimum qualifications under (B) or (C) must submit a student copy of their 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 position.

REVISED: April 18, 1985
REVISED: October 6, 1988
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