

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: DECEMBER 9, 1999

ACCOUNTANT

DISTINGUISHING FEATURES OF THE CLASS: Incumbents in this highly responsible position direct and participate in the accounting control procedures for the department and/or district budget. Incumbents may supervise the preparation of annual reports and department/district budgets. General supervision is exercised over personnel performing accounting functions. Works under the general supervision of an administrator of higher rank. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Maintains and supervises the maintenance of general books of accounts to established account classifications, including general ledgers and journals;
2. Studies business and accounting procedures and recommends changes;
3. Balances and closes the ledgers;
4. Compiles data, prepares and submits periodic reports of the conditions of various accounts;
5. Examines formally to verify accounts, both internally and those of outside agencies;
6. Reviews grant awards and audits the claims of grants;
7. Advises subordinate and administrative personnel on accounting and record keeping procedures;
8. Prepares financial and statistical reports, performs periodic trial balances;
9. Assists in the preparation of department budget;
10. Establishes and supervises the maintenance of proper accounting systems;
11. Supervises and assists in preparation of all required reports and claims.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern account keeping and bookkeeping principles and techniques; thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; good knowledge of Federal, State and local legislation theory governing the accounting operations of the agency or department to which assigned; ability to plan and supervise the work of a clerical and account keeping staff; ability to maintain, devise and install accounting and bookkeeping systems; ability to maintain complex personnel records, activity control records and to prepare detailed reports; ability to communicate effectively both orally and in writing; ability to understand and follow detailed oral and written instructions; industry and dependability. Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in accounting **and** two (2) years of satisfactory full-time paid accounting experience involving the maintenance of general books of account and preparation of financial statements;
- OR:**
2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in accounting **and** four (4) years of satisfactory full-time paid accounting experience as detailed above.