

## **ACCOUNTANT**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for performing professional accounting duties as they relate to financial transactions, installation and maintenance of accounting systems, payroll procedures, preparation of reports and analyses. Work is performed under general direction of the Director of Finance, with some leeway allowed for the exercise of independent judgment in planning and executing assignments. Supervision may be exercised over the work of a small number of subordinate clerical employees. The incumbent does related work as required.

### **TYPICAL WORK ACTIVITIES:**

- Performs general accounting duties such as maintaining a general ledger making journal entries, advising department heads in regard to appropriate balances and fund transfers, taking trial balances and reconciling bank statements and accounts;
- Oversees the payroll operation to insure accuracy and completeness; prepares a variety of tax, financial and statistical reports and analyses to comply with State and Federal requirements and to provide pertinent information to administrative officials as a basis for decision making;
- Assists in the organization and preparation of the annual budget including estimation of revenues and appropriations;
- May oversee the computer operations of the office, including installation of new programs and program levels, solving hardware and software problems, and any other related duties.
- Assists in the administration of various federal and state grants.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of the principles and practices of general and government accounting; through knowledge of public financial administration including budgeting and reporting; good knowledge of office terminology, practices and procedures; ability to devise, install and maintain accounting system; ability to understand basic computer concepts; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

- a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Accounting, Business Administration, Economics or related field, including or supplemented by 9 semester credit hours in Accounting; or
- b) Completion of a minimum of 60 semester credit hours at a regionally accredited or New York State registered college or university including and/or supplemented by 9 semester credit hours in Accounting, and two (2) years of satisfactory experience.

Adopted MSD: 3/16/82

Modified: 6/10/86

Modified: 7/17/02

Modified: 12/19/12

Jurisdictional Classification: Competitive