

ACCOUNTANT

Distinguishing Features of the Class: This work involves independent responsibility for the maintenance of a comprehensive system of municipal accounts or independent responsibility for the maintenance of a comprehensive system school district accounts, by applying principles accounting. Responsibilities include a variety of general ledger functions, as well as reconciliations, preparation of financial statements and budget/actual documents, etc. Responsibilities may also include maintenance of benefit expenses, procedures and payments for employees and retirees. Work is performed under general direction and in accordance with outlined policies and procedures but it calls for the frequent exercise of independent judgment. Difficult technical or policy problems are referred to a superior for decision, or review of judgment where recommendations are initiated. The incumbent does related work as required.

Typical Work Activities:

- Maintains and oversees maintenance of all general ledger accounting operations and functions;
- Classifies, codes and verifies financial transactions for computer input for all vendor rolls for each fund;
- Maintains by employee and by retiree deductions for health insurance contribution and premiums as directed by various collective bargaining agreements, policies and procedures;
- Performs record-keeping and required fiscal reporting for local, state and federal agencies as required, by interpreting appropriate guidelines (IRS, ACA, etc.), instructions, schedules and by providing advice and assistance;
- Prepares bank deposits, reconciliations and balances for a variety of accounts; such as general fund, payroll, health insurance, capital projects, etc.;
- Prepares and oversees preparation of a variety of fiscal reports, including financial statements, budget to actual statements, reports to various governmental agencies, etc.;
- Maintains and oversees accounting methods and procedures;
- Performs a variety of related activities as required for tax collection accounting and foreclosures;
- Petty cash reconciliations for all departments;
- Assists in the preparation of schedules and financial statements required in the annual year end closings process.

Full Performance Knowledge, Skills, Abilities and Personal Characteristics:

- Good knowledge of accounting principles, practices and techniques, particularly as they relate to governmental accounting;
- Good knowledge of office terminology, procedures and equipment;
- Ability to maintain and audit comprehensive accounting records including general journals and ledgers;
- Ability to prepare closing entries and financial statements and reports;

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- Ability to understand and interpret difficult written and tabular materials;
- Ability to establish and maintain effective working relationships with supervisors, employees, program officials and others;
- Ability to secure the cooperation of others;
- Ability to deal effectively with the public;
- Tact courtesy, and integrity;
- Physical condition commensurate with the demands of the position.

Minimum Qualifications: EITHER:

Possession of a Bachelor's Degree in accounting or related field from a regionally accredited college or university or a New York State registered four-year College or University.

05/25/2016

CLASS: COMPETITIVE