

## Accountant

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional and administrative position involving responsibility for performing accounting and business management duties in various activities related to the fiscal management of a municipality, school district, or governmental agency. The incumbent is responsible for overseeing financial transactions, installation and maintenance of accounting systems, payroll procedures and the preparation of reports and analyses. Work is performed under general direction of the appointing authority or department head with wide 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 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 supervisors in regard to appropriate balances and fund transfers, taking trial balances and reconciling bank statements and accounts;
- Develops and implements new accounting procedures and systems in order to provide a clear audit trail of financial transactions;
- Oversees the payroll operation to ensure 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 the appointing authority as a basis for decision making;
- Assists in the organization and preparation of the annual budget including estimation of revenues and appropriations;
- Keeps informed of economic trends and advises responsible officials regarding financial planning and investments;
- May coordinate the introduction and maintenance of data processing operations in relation to accounting functions;
- Makes recommendations to superiors concerning ways of reducing operating costs and increasing revenues based on knowledge of reimbursement formulas, market trends, operating procedures and legislative development;
- Participates in meetings concerning equipment purchases, capital construction and other expenditures which have an impact on municipal finances.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the principles and practices of general and governmental accounting; thorough knowledge of public financial administration including budgeting and reporting; good knowledge of office terminology, practices and procedures; ability to devise, install and maintain accounting systems; ability to prepare and present complex oral and written reports clearly and concisely; ability to analyze accounting records and financial statements and to draw logical conclusions there from; ability to get along well with others; 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 degree in accounting, business administration, economics or related field including or supplemented by 18 semester credit hours in accounting and two years of satisfactory accounting or auditing experience which must have been in maintaining or auditing governmental agency books involving appropriation accounting and the preparation of budget and financial reports; **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 18 semester credit hours in accounting and five years of satisfactory experience as described in (A) above; **Or**

**(C)** Any equivalent combination of training and experience as outlined by the limits described in (A) and (B) above.