

ACCOUNTING AND BANKING COORDINATOR

227-A

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for planning, managing and overseeing the account keeping, bookkeeping and banking policies, procedures and transactions for a financial department of a large municipal corporation. Employees in this class will perform substantial accounting and banking activities involving preparation of deposits, reconciliations, expenditures and adjustments, transfer of funds, balancing ledgers and financial reports. Work is performed under the general direction of the County Treasurer and Deputy County Treasurer.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Assists in formulating and effecting account keeping, bookkeeping, banking and related procedures;

Prepares and coordinates bank deposits;

Assists in preparing and maintaining bank reconciliations to ledgers and preparing and posting banking journals;

Receives, verifies and monitors funds coming in from various departments and makes appropriate contacts when deposits are late or if funds are too low or too high;

Maintains contact with all banks utilized by the County regarding stop payments, check inquiries, Adjustments, interest rates and rebates, etc.;

Assists with principal and interest postings;

May contact banks via online for various data and inquiries;

Contacts Town and Village Clerks and Tax Collectors with respect to dog monies and County funds from tax collection;

Prepares weekly cash flow report for the County Treasurer regarding cash flow in the various banks;

Assists office staff in keeping track of personal effects from Coroners Office, bail money, approval of check requests, balancing ledgers and journal entries;

Compiles data, performs studies and prepares fiscal records or reports as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Thorough knowledge of modern methods used in keeping and checking financial records and reports; thorough knowledge of office terminology, procedures, and equipment; good knowledge of business English and business Arithmetic; good knowledge of the uniform system of accounts used in New York State Municipal Corporation accounting systems; working knowledge of accounting, fiscal, and auditing techniques; working knowledge budgeting and appropriation practices as well as general rules of debit and credit; ability to accurately prepare complex financial reports and statements; ability to follow complex oral and written directions; ability to make arithmetic computations accurately; ability to prepare correspondence and reports; ability to understand and interpret written and tabular material; a high degree of accuracy; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents with a Bachelor's Degree or higher in Business Administration, Public Administration, Accounting or a related field and four (4) years of experience in performing accounting or bookkeeping duties; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents with an Associate's Degree in Business Administration, Accounting or a related field and six (6) years of experience as described in (A) above; or
- (C) Graduation from high school or possession of a high school equivalency diploma and eight (8) years experience as described in (A) above; or
- (D) An equivalent combination of training and experience as described in (A), (B) and (C) above.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Originated: 04/21/08

Jurisdictional Class:Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Revised in Draft on 4/22/08

Revised in Draft on 4/23/08

Placed in Classplan on 5/15/08

Revised and Replaced in Classplan: 9/27/2024 (Edu)