

JUNIOR ACCOUNTANT

227-K

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for developing and overseeing the account keeping, auditing procedures and bookkeeping procedures for an administrative unit or department. Employees in this position will perform significant accounting functions including analysis in a variety of financial statements, which may include calculation of inventory depreciation, or similar duties. Employees in this position will also be responsible for auditing procedures as they relate to department contracts. Incumbents may assist in performing associated bookkeeping procedures including the recording and posting of journal entries, maintenance of ledgers, taking trial balances, making adjusting and reversing entries, and applying the rules of debit and credit to asset, liability and fund balance accounts. The work is performed in accordance with general instruction received from the department head with leeway permitted for the exercise of independent judgment. May supervise work of a clerical staff.

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 the department head in formulating and effecting account keeping and procedural operations of the department;

Assists in the preparation of the annual department budget;

Compiles statistical data, prepares cost studies for reports and planning purposes;

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Prepares forms and reports as required by governmental agencies;

Signs and approves requisitions and purchase orders;

Confers with department head on the revision of procedures and policies in the installation of
new accounting or reporting systems;

Responsible for all sub-grant recipient fiscal monitoring;

Conducts on site audits of department contracts, reviewing contractor's policies and procedures
to ensure accuracy and adherence to applicable federal, state and local governmental
accounting rules and regulations;

Produces written audit reports as to observations, findings and makes recommendations to the
department head on any questioned costs or needed corrective action as appropriate;

Follows up with contractors to monitor any required corrective action and reports findings to
department head;

Develops and recommends to the Department Head department fiscal procedures to ensure
compliance with all state, federal and other grants;

Records transactions into journals and posts journal entries to appropriate accounts;

Maintains ledgers and takes trial balances;

Prepares a variety of financial statements;

Maintains a variety of records relating to bank accounts and performs bank reconciliations;

Assists in calculation of inventory and capital depreciation;

Maintains a variety of files and records relating to financial transactions conducted by

department;

Acts as department liaison with representatives of state or federal agencies on annual audits of

equipment inventory, procurement, fiscal closeout and other fiscal matters within scope

of responsibilities;

Acts as department liaison with representatives of other agencies and state or federal agencies on

specific problems within the scope of responsibilities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of the basic terminology, principles and practices of accounting and bookkeeping; good knowledge of the rules of debit and credit as applied to asset, liability, and fund balance accounts; working knowledge of government audit and accounting practices; ability to understand, analyze, and use data presented in tabular form; ability to understand and interpret written material; ability to prepare a variety of financial statements; ability to prepare written material in a logical and comprehensible manner; ability to follow complex oral and written directions; ability to prepare correspondence and reports from general directions as to content; ability to learn software products for word processing, spreadsheets, and a relational database manager; ability to establish satisfactory relationships with others; good judgment; integrity and honesty.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university, or one accredited by New York State Board of Regents, with a Bachelor's degree or higher in business administration, accounting, or a related field, and two (2) years of accounting-related experience; or
- (B) Graduation from a regionally accredited college or university, or one accredited by New York State Board of Regents, with an Associate's degree or higher in business administration, accounting, or a related field, and four (4) years of accounting-related experience; or
- (C) Graduation from high school or possession of an equivalency diploma and six (6) years of progressively responsible experience as described in (A) and (B) above.

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Adopted on: May 9, 1978

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Removed from Class Plan: 9/26/1997

Revised and Placed in Class Plan: 6/1/2022

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