

SENIOR ACCOUNTANT

227-J

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of accounting, auditing, budgeting, development and maintenance of proper internal controls for payables and receivables and related record keeping duties, including the preparation of the budget and accounting records for the annual audit. The incumbent also is responsible for preparing various annual financial reports and supporting schedules and exhibits. This position will assist in establishing objectives, policies and procedures pertaining to account keeping, bookkeeping and other duties and functions of the department or various Sullivan County Jurisdictions. Duties are performed under the general direction of the Department Head or the Town/Village Board or Town Supervisor, whichever is applicable, with considerable leeway for carrying out job responsibilities within established policies and procedures. Supervision may be exercised over subordinate fiscal support 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 in formulating and effecting account keeping, bookkeeping and other

related fiscal procedures of the department;

Ascertain the reliability of accounting and other data developed within the County fiscal

management system;

Maintains ledger and journal accounts, performs trial balances and reconciles bank statements

and accounts;

Reconciles the Tax Department accounts with the Accounting Department ledgers;

Solves complex accounting problems ensuring that procedures and policies comply with

Generally Accepted Accounting Principles (GAAP);

Prepares the annual report filed with the New York State Comptroller with assistance by the County's Accounting firm;

Provides cash flow data to the Treasurer and Deputy Treasurer to enable investment and borrowing of County funds;

Compiles data, performs studies and prepares fiscal records and reports, as required, utilizing computer applications or other automated systems, such as Excel software, word processing, calendar, e-mail and database software in performing work assignments;

May plan, supervise and oversee the work of clerical, account clerical and other subordinate fiscal support staff engaged in accounting and bookkeeping procedures for the department;

Conducts Performance Evaluations as requested by the Department Head for accounting and bookkeeping subordinate staff;

Provides assistance and recommendations in preparing the department's annual budget as well as the County's annual budget, including estimation of revenues and appropriations;

Provides assistance in formulating and maintaining the County's policies and procedures pertaining to fiscal matters;

Performs other duties and projects as assigned by the Department Head.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the principles, theories, techniques and practices of general accounting and internal auditing; thorough knowledge of Generally Accepted Accounting Principles (GAAP); thorough knowledge of business arithmetic and English; good knowledge of governmental accounting; good knowledge of the functions,

processes and principles of management; good knowledge of financial administration, including fund accounting, budgeting and appropriation practices; ability to accurately prepare and analyze complex financial reports, statements and written reports; ability to effectively use computer applications, including spreadsheets, word processing, calendar, e-mail, database software; ability to plan, supervise and evaluate the work of others; ability to express oneself clearly and concisely, both verbally and in writing; ability to secure and develop cooperating working relationships with others; resourcefulness in solving accounting problems; good accounting and auditing judgment.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree or higher in Business Administration, Public Administration, Accounting or a related field and four (4) years of experience in performing accounting activities, including the preparation and maintenance of financial reports and budgets and maintenance of a double entry accounting system; or
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Business Administration, Public Administration, Accounting or a related field and six (6) years of experience as described in (A) 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:1/11/83
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

Revised in Draft on 11/4/10
Placed in Classplan on 11/5/10
Revised and Placed in Classplan 11/28/2022
Revised and Places in Classplan 3/23/2023
Revised and Replaced in Classplan: 5/14/2025 (Edu)