

STAFF ACCOUNTANT

227-I

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of accounting, auditing, budgeting and related record keeping duties, including assisting in the preparation and maintenance of the budget as well as preparation of various financial reports, supporting schedules and exhibits. Incumbent will assist in establishing objectives, policies and procedures pertaining to account keeping, bookkeeping, checking and related functions in the County Treasurer's Office. Duties are performed under the general direction of the County Treasurer. Supervision may be exercised over subordinate clerical and account/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 County Treasurer in formulating and effecting account keeping, bookkeeping and other related fiscal procedures of the department;

Maintains ledger and journal accounts, takes trial balances and reconciles bank statements and accounts;

Reconciles the Tax Department accounts with the Accounting Department ledgers;

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 and account clerical staff engaged in accounting and bookkeeping procedures for a County Treasurer's Office;

Provides assistance or recommendations in preparing 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 needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of business arithmetic and English; good knowledge of the principles, practices and terminology of general and governmental accounting, fiscal and auditing procedures and techniques; good knowledge of financial administration, including fund accounting, budgeting and appropriation practices; good knowledge of office terminology, procedures and equipment; ability to review reports, find and define problems and propose solutions; ability to accurately prepare and analyze complex financial reports and statements; ability to plan and supervise the work of others; ability to understand and interpret complex oral instructions and/or written directions; ability to establish and maintain effective working relationships with others; ability to operate a personal computer and utilize common office software programs, including Excel, word processing and databases; high degree of accuracy and mental alertness.

MINIMUM QUALIFICATIONS: Graduation from a recognized or regionally accredited college or university with a Bachelor's Degree or higher in Accounting, Business Administration, Finance, Economics or a related field and two (2) years of progressively responsible accounting, auditing, public administration or budgeting experience.

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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