

ACCOUNTANT (COUNTY)

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for maintaining the accounting records of a County agency according to established accounting procedures and practices. The incumbent oversees financial transactions, installation and maintenance of accounting systems, payroll procedures and preparation of reports and fiscal analyses. Work is performed under general direction of a Senior Accountant or other higher level employee with leeway allowed for the exercise of independent judgment in planning and carrying out assignments. Supervision may be exercised over clerical support staff. 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;

Assists in the development and implementation of new accounting procedures and systems in order to provide a clear audit trail of financial transactions;

Prepares a variety of tax, financial and statistical reports and analyses to comply with State, Federal, and local requirements and to provide pertinent information 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, including the preparation of schedules, in relation to accounting functions;

Makes recommendations to supervisors concerning ways of reducing operating costs and increasing revenues based on knowledge of reimbursement formulas, market trends, nursing home operating procedures and legislative development;

Assists in the implementation of new accounting pronouncements;

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:

Good knowledge of the principles, practices and terminology of general and governmental accounting;

Good knowledge of financial administration including budgeting and reporting;

Working knowledge of office terminology, practices and procedures;

Working knowledge of business arithmetic and English;

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Working knowledge of trends and current developments in the field of accounting;
Ability to review reports, find and define problems, and propose solutions;
Ability to cope with stringent deadlines;
Ability to devise and maintain accounting systems;
Ability to prepare and analyze complex financial and statistical records, reports and statements;
Ability to prepare and present complex oral and written reports clearly and concisely;
Ability to plan and supervise the work of others;
Ability to operate a computer terminal;
Ability to perform close, detail work involving considerable visual effort and strain;
Good judgment;
Accuracy;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in accounting, business administration or closely related field.