

## ACCOUNTANT I

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for performing professional accounting procedures in an automated financial systems environment. Although independent judgment is exercised on technical accounting problems and duties are performed in accordance with established policies and procedures, final recommendations are subject to review and approval. This class is distinguished from Accountant II in that this is an entry-level position, and does not perform the same level of varied and complex assignments as assigned to the Accountant II. Supervision is not a responsibility of this class. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Performs professional accounting and financial management activities in a complex automated accounting environment;

Participates in financial operations such as accounts payable; payroll; maintenance of complex automated accounting records; preparation of financial statements and reports; cost and statistical statements, studies and forecasts;

Participates in the implementation of accounting and cost control procedures in an automated financial systems environment;

Assists in monitoring and controlling the expenditure of funds to ensure cost control within allocated cost accounts; recommends the transferal of funds as needed;

Participates in the preparation of schedules and financial statements required in the annual year-end closing process;

Participates in the modification of existing accounting or auditing systems, methods and procedures to meet departmental and reporting requirements;

Participates in the preparation and/or control of the annual departmental budget in accordance with established procedures;

Prepares responses to audit reports and compiles supporting documentation required by regulatory authorities;

May access public health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

Performs related fiscal/administrative functions to ensure smooth and effective departmental financial operations;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles, theories, techniques and procedures of modern accounting and auditing including cost accounting; ability to apply established accounting and auditing principles and techniques in a governmental operation; ability to communicate effectively, both verbally and in writing; ability to understand and follow complex oral and written directions, regulations, laws, etc.; ability to gather, assemble, consolidate and analyze data and information and draw conclusions; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; thoroughness; accuracy; discretion; tact; resourcefulness; initiative; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's\* or Master's Degree\* in Accounting, Business Administration, Finance or Economics or a closely related field, which must have included 24 credits\* in Accounting.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.