

ACCOUNTANT II

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for performing complex accounting procedures in an automated financial systems environment. Work involves independent judgment and full knowledge of modern accounting procedures. This class is distinguished from Accountant I, in that this is the full performance level, and incumbents are expected to exercise independent judgment in completing work assignments that are more varied and complex. Supervision may be exercised over clerical staff. 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;

Provides professional and technical advice and assistance within the framework of established accounting principles, theories, concepts and practices and current regulatory requirements;

Monitors and controls 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;

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

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

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

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles, theories, techniques and procedures of modern accounting and auditing including cost accounting; knowledge of accounting and auditing principles and techniques used in a governmental operation; ability to communicate effectively, both orally and in writing; ability to understand and follow complex oral and written directions, regulations, laws, etc.; ability to maintain a complex accounting system in an automated environment; ability to gather, assemble, consolidate and analyze data and information and draw conclusions; ability to the use of computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; 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, and two years of experience where the primary function of the position was professional accounting** or auditing**.

SUBSTITUTIONS: Satisfactory completion of 30 credits* towards a Master's Degree* in addition to a Bachelor's Degree* in one of the above fields may be substituted on a year for year basis for one year of experience.

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

*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.

**DEFINITION: Professional accounting or auditing is the application of generally accepted accounting principles and knowledge in the analysis, review and interpretation of financial data, as well as the preparation and presentation of financial statements and other documents in such a way as to assist management with decision making; in the formulation of policies; with planning, evaluation and control of resources and assets; and to better manage and control the operations of the organization. The focus is towards formulating strategies, developing plans, providing tools to assist with decision making, production of financial statements and tax documents, etc., and not on the day-to-day recording, processing, review or reconciliation of financial transactions.