

ACCOUNTANT III

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class functions as a senior level professional accountant, responsible for complex accounting procedures in an automated financial systems environment. Work involves a high degree of independent judgment and advanced accounting knowledge within established policies and procedures. Duties involve managing fiscal operations such as payroll, accounts payable, financial reporting and control, grants and contract management, budget preparation and other related fiscal activities. This class is distinguished from Accountant II by scope and complexity of work, as well as the authority to make independent decisions within prescribed policies and procedures. Incumbents may function in a lead capacity over lower-level professional accountants. Supervision may be exercised over clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Performs professional accounting using modern accounting practices and procedures;

Oversees the daily operation of a unit involved in accounts payable, payroll, maintenance of complex automated accounting records, preparation of financial statements and reports, cost and statistical statements, studies and forecasts;

Supervises subordinate accounting personnel and/or clerical support involved 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;

Prepares 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;

Prepares or 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;

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

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

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

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

May perform other incidental tasks, as needed.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles, theories, techniques and procedures of modern accounting and auditing including cost accounting; thorough knowledge of accounting and auditing principles and techniques used in a governmental operation; ability to train, supervise and evaluate the work of others; ability to communicate effectively, both verbally 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 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 four 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 Accounting, Business Administration, Finance or Economics or a closely related field, may be substituted for one year of experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education 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.