

## ACCOUNTING CONTROL SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this class is responsible for coordinating, organizing and performing difficult account keeping procedures to ensure the efficient and continued workflow of financial operations. The incumbent functions within a complex automated financial systems environment and is responsible for reconciling accounts, auditing invoices and accounting records, reviewing automated transactions, preparing activity reports and directing billing procedures. Work is performed under established procedures with considerable leeway allowed for independent action. This class is distinguished from Accountant I by the paraprofessional nature of job duties. Technical advice and assistance is provided to departmental personnel regarding the status and maintenance of financial records and accounts. Incumbents may function in a lead capacity or may supervise clerical support staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative only)

Oversees accordant audits and reconciliation of complex and extensive ledger and control accounts maintained on an automated system with multiple user access, complicated entries, and varying reconciliation procedures;

Reviews and controls automated transactions on a daily basis to ensure accurate processing of accounting operations;

Prepares and submits vouchers, corrects and reconciles accounts as required;

Reviews and maintains account balances, cash receipts, disbursements and journal entries;

Advises departmental personnel of the status of accounts and recommends actions, such as account transfers, to meet anticipated contingencies;

Prepares activity reports, and related informational reports to communicate the status of daily activities and anticipated needs;

Maintains complex filing systems, billing systems, cost studies and other related functions in the collection of fees or reimbursement of services;

May direct, train, evaluate and assist subordinate clerical personnel in their work or assist superiors in these activities;

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

Reports the status of and problems involved with current activities to supervisors and participates in the planning and formulation of solutions to improve upon procedures or alleviate operating problems;

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

Uses computer applications or other automated systems such as spreadsheets, word processing, email, calendar 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);

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of modern account keeping principles and procedures; thorough knowledge of automated accounting systems used in collecting money and maintaining financial records; ability to perform complicated account analyses; ability to perform arithmetical calculations accurately and quickly; ability to follow complex instructions; ability to be attentive to considerable detail; ability to function effectively within specific automated accounting systems and to observe, differentiate and manipulate various alpha/numeric coded transactions; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate sufficiently in English to perform the essential functions of the position; ability to work within prescribed time limitations; ability to establish and maintain effective working relationships; initiative; integrity; tact; accuracy; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and five years of experience where the primary function of the position was financial recordkeeping or bookkeeping experience, two years of which must have been within an automated accounting systems environment.

SUBSTITUTION: Satisfactory completion of 30 credits\* may be substituted on a year for year basis for each year of the above stated experience, but must have included at least 6 credits in Accounting, Finance or Mathematics. Candidates must also have at least one year of the specialized 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 accredited or recognized by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.