

## ACCOUNTANT

GENERAL STATEMENT OF DUTIES: Performs difficult and responsible accounting work; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision and in accordance with standard professional accounting procedures, the incumbent of this position performs complex accounting and auditing work, including the preparation of financial statements and analyses. The work is performed independently with considerable leeway allowed for independent action. Records are maintained manually and electronically by the incumbent. Supervision may be exercised over subordinate personnel.

EXAMPLES OF WORK: (Illustrative Only)

Supervises the maintenance of all books of account and subsidiary records;

Prepares all financial statements and reports;

Assembles and analyzes financial and statistical information for use in reports and other studies;

Maintains budgetary controls on receipts and expenditures;

Prepares or assists in the preparation of annual budget;

Supervises the preparation of payrolls and records thereof;

Confers with account clerks and other clerical employees on problems involved in work;

Prepares trial balances;

Reconciles bank statements;

Recommends appropriate methods of financing for short-term borrowing, capital projects, etc.;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software;

Audits books of accounts periodically.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:** Good knowledge of modern accounting and auditing principles, procedures, terminology, equipment, records, and reports; good knowledge of office procedures and practices; ability to prepare, maintain and analyze statistical and financial reports; ability to understand and carry out complex oral and written instructions; ability to plan, layout, and supervise the work of others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; initiative; resourcefulness; good judgment; physical condition commensurate with the duties of the position.

**MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:** Graduation from a recognized college or university with a Bachelor's Degree\* or a Master's Degree\* in Accounting, Business Administration, Finance or closely related major which must have included 24 credits in Accounting and two (2) years of experience where the primary function of the position was professional accounting or auditing.

**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.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:**  
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Towns & Villages, Special Districts  
Cities of Rye and Peekskill  
School Districts  
J. C.: Competitive

Job Class Code: S701 (School Districts)  
0701 (Municipalities)

1c

**Comment [11]:** Revised: 05/08/08  
JR11