

SENIOR ACCOUNTANT

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this class performs professional and supervisory accounting functions and has direct or indirect responsibility for the accounting functions related to the books and records assigned. Assist with banking activities such as wire and book transfers and bank reconciling items. There is considerable leeway in this position for the exercising of independent, professional judgment in the performance of assigned tasks. Work may require supervision of clerical and junior accounting personnel. The incumbent is responsible for reconciliation and asset management of the Capital Fund account.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Reconciles Capital Fund account including the tracking of bonds, notes, etc.;
- Performs professional accounting functions utilizing modern governmental accounting practices and procedures;
- Prepares journal entries and reconciliations for the monthly general ledger close;
- Prepares a variety of monthly and quarterly financial analysis and reports for management and outside parties;
- Assists in preparation of monthly management report and accompanying schedules; worksheets and narratives including “budget vs. actual” variance reports;
- Assists in providing follow-up and documentation of significant variances;
- Assists staff, as required in month-end activities of the department;
- Prepares schedules required for the annual year-end audit and closing process;
- Supervises and instructs subordinate clerical and junior accounting staff in proper work methods and techniques;
- Collaborate with Billing Supervisor on monthly billings;
- Researches and recommends improvements to Department accounting processes;
- Conducts research and prepares recommendations regarding operations, internal controls, financial software, etc.;
- Applies automated data processing techniques to departmental accounting procedures;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Strong working knowledge and skills using MS Excel;
- Good knowledge of GAAP and GAAP practices and procedures;
- Good knowledge of the principles and practices of maintaining computerized accounting systems and software applications;
- Working knowledge of automated data processing systems;

- Ability to develop and implement standard and special accounting methods, procedures, forms and records;
- Ability to apply established accounting and auditing principles and techniques;
- Ability to plan, supervise and evaluate the work of others;
- Ability to maintain and interpret accounts and records of a automated accounting system;
- Ability to design, prepare and analyze accounting records and reports;
- High degree of accuracy;
- Ability to maintain confidentiality.
- Sound professional judgment;
- Good knowledge of personal computers and office equipment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree (or higher) in accounting or closely related field and two (2) years full-time paid satisfactory experience as a professional accountant; **OR**
- B. Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree in accounting or closely related field and minimum of 12 semester credit hours in accounting* and four (4) years full-time paid satisfactory experience as a professional accountant; **OR**
- C. Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SUBSTITUTIONS: Satisfactory completion of 30 credits towards a Master's Degree in Accounting or closely related field may be substituted for one (1) year of experience.

*A transcript of courses is required to qualify under Section (B) of the minimum qualifications.