

SENIOR ACCOUNTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves maintaining, examining, analyzing and interpreting accounting records for the purpose of providing advice and preparing financial reports and statements. The work is performed under general supervision with considerable leeway permitted in the exercise of independent technical judgement. This position differs from that of Accountant by virtue of its expanded scope, level of responsibility and the scope of its contacts. Supervision may be exercised over the work of subordinate employees. A Senior Accountant does related work as required.

TYPICAL WORK ACTIVITIES:

- Establishes accounting records and procedures to conform to local policy, state and federal requirements, and installs procedures for encumbrance, expense accounting, and distribution of revenues into proper fund accounts;
- Prepares and transmits periodic and special financial reports to appropriate federal and state authorities and as required by the local agency, provides fiscal, statistical and business management information in support of state and federal grant applications for agency projects;
- Reviews transactions and makes postings to books of original entry including the general ledger and general journal;
- Analyzes the effects of transactions upon account relationships;
- Verifies and enters details of transactions as they occur or in chronological order;
- Classifies receipts and expenditures;
- Prepares Trial Balances;
- Maintains subsidiary ledger accounts;
- Prepares billings for amounts due the organization or agency;
- May maintain records and process payments for employee insurance programs, union dues deductions or related payroll charges;
- May maintain payroll records and prepare payrolls;
- Performs duties and responsibilities of position using an electronic data processing system to process, record and report accounting data.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of governmental accounting principles and practices; good knowledge of methods used in keeping financial accounts and records; good knowledge of modern office terminology, practices and procedures; ability to acquire a working knowledge of the uniform system of accounts prescribed for the jurisdiction; ability to prepare complete and accurate financial reports; ability to follow oral and written directions; ability to get along well with others; accuracy; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Either

- A) Possession of a bachelor's degree including or supplemented by eighteen (18) semester credit hours in accounting or business administration, and two (2) years of accounting or auditing experience which shall have involved developing and providing financial statements and reports concerning the assets, liabilities, and operating results of a business. A Master's Degree in Business Administration (MBA) with a concentration in accounting or finance may be substituted for the two (2) years of required experience;

OR

- B) Possession of an associate degree including or supplemented by eighteen (18) semester credit hours in accounting or business administration, and four (4) years of accounting or auditing experience which shall have involved developing and providing financial statements and reports concerning the assets, liabilities, and operating results of a business.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

CATTARAUGUS COUNTY CIVIL SERVICE

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