

# ACCOUNTANT TRAINEE

Department: Comptroller  
Classification: Competitive  
Specification Number: 1525  
Approved: 2/16/23  
Revised: By JG

## MINIMUM QUALIFICATIONS

### *OPEN COMPETITIVE*

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Accounting or Bachelor's Degree in Business Administration, Economics or related field which must include or be supplemented by 30 semester credit hours in accounting and finance courses.

## DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for administering, coordinating, directing, and supervising the professional accounting duties as they relate to financial transactions, maintenance of an accounting system, preparation of reports and analyses and computer operations of the department. The work is performed under the general direction of the Comptroller. The incumbent does related work as required. The Trainee receives on the job training while performing professional duties under close supervision. Upon completion of the one (1) year training period, the incumbent will be advanced to the title of Accountant I without further exam.

## TYPICAL WORK ACTIVITIES

Plans, assigns, and reviews the maintenance and checking a wide variety of financial reports;

Performs general accounting duties such as maintaining a general ledger, making journal entries, advising department head in regard to appropriate balances and fund transfers, taking trial balances, and reconciling of statements and accounts;

Develops and implements new accounting procedures and systems in order to provide a clear audit trail of financial transactions;

Prepares a variety of tax, financial and statistical reports and analyses to comply with State and Federal requirements and to provide pertinent information to administrative officials as a basis for decision making.

## KNOWLEDGE, SKILLS, ABILITIES and PERSONAL CHARACTERISTICS

Thorough knowledge of the principles and practices of general and governmental accounting; thorough knowledge of public financial administration including budgeting and reporting; good knowledge of office terminology, practices, and procedures; ability to devise, install, and maintain accounting systems; ability to prepare and present complex written and oral reports clearly and concisely; ability to get along well with others; physical condition commensurate with the demands of the position. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Accounting, Business Administration, Economics or related field including or supplemented by 18 semester credit hours in accounting.