

# ACCOUNTANT

**Department: Comptroller**  
**Classification: Competitive**  
**Specification Number: 1530**  
**Approved: 3/4/22**  
**Revised: By JG**

## **MINIMUM QUALIFICATIONS**

### ***OPEN COMPETITIVE***

Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree, which includes twenty-four (24) credits in accounting, and two (2) years of experience as an accountant.

**NOTES:** Bookkeeping experience will NOT be credited towards meeting the above minimum qualifications.

Possession of a New York State license as a Certified Public Accountant may be substituted for the two (2) years of experience as an accountant.

## **DISTINGUISHING FEATURES OF THE CLASS**

Under general supervision, an employee in this class performs professional accounting work in maintaining accounting records, preparing reports and assisting in establishing new accounting systems. The incumbent maintains the accounting records of the Town according to established account classifications, including cashbooks, subsidiary journals and general ledgers. The incumbent assists supervisors and higher-level accountants in changing or establishing accounting procedures and may simplify existing systems. Supervision may be exercised over a number of clerical employees in the account clerical and general clerical series. Work requires independent judgment on technical accounting problems. Work is reviewed upon completion for overall standard performance and is subject to periodic audit. Does related work as required.

## **TYPICAL WORK ACTIVITIES**

- Maintains a varied and complex set of accounting records; posts entries to books from supporting records;
- Makes adjusting entries;
- Prepares financial statements from accounting records;
- Assists a higher-level accountant or independently establishes new accounting systems and procedures;
- Assists in preparing a department budget;
- Performs internal audits on accounts, payrolls, invoices and expenditures to prove mathematical correctness;
- May participate in the implementation and maintenance of computerized accounting systems;
- May supervise a number of clerical personnel in the account clerical and general clerical series engaged in maintaining fiscal records.

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Good knowledge of accounting principles and procedures and ability to apply such knowledge to accounting transactions; some knowledge of office methods and procedures and familiarity with the use of standard office equipment; some knowledge of the general principles of public finance administration, including budgeting and financial reporting; working knowledge of electronic data processing as applied to accounting; ability to prepare complete and accurate accounting reports and statements of some complexity; ability to perform detailed work including written or numeric data and to make arithmetic calculations rapidly and accurately; ability to supervise a number of account clerical and general clerical workers in a manner conducive to full performance and high morale; ability to follow complex oral and written instructions; physical condition commensurate with the demands of the position.