

Civil Division: Mohawk Valley Water Authority, BOCES, Schools
Jurisdictional Class: Competitive
EEO Category: Professional
Revised: 12/02/10

ACCOUNTANT

DISTINGUISHING FEATURES OF THE CLASS: This entry level professional work involves performing professional accounting work including the maintenance of accounting records, preparation of reports and the establishment of new account systems. Incumbents may also assist an administrative superior or higher level professional accountant in changing or establishing new accounting procedures, interfacing with computerized accounting systems, and in some instances, independently establishing less complex systems or procedures. The work is performed under general supervision and requires independent judgment on technical accounting problems, but may be reviewed upon completion for overall standard performance and is subject to periodic audit. Supervision of others is not a usual feature of this class. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Performs internal audits on accounts, invoices and expenditures to prove mathematical correctness;
Prepares entries necessary to close accounts;
Enters data and reviews procurement documents to verify completeness and accuracy of documents;
Maintains a varied and complex set of accounting records, and assists in the preparation of portions of financial statements from accounting records;
Takes monthly trial balances and reconciles with the monthly bank statements;
Assists with the analysis of cost data of a department or institution according to labor, material and overhead costs to compute unit costs; records data for use by management and controls expenditures;
Prepares reports;
Records, posts, and maintains accounting records on a personal computer;
Keeps records of receipts and expenditures and allocates receipts to proper funds;
May assist a higher level accountant with establishing new accounting systems and procedures;
May assist in preparing a department budget.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of accounting principles and procedures and ability to apply such knowledge to accounting transactions; working knowledge of office methods and procedures and familiarity with the use of standard office equipment; working knowledge of the general principles of public finance administration, including budgeting and financial reporting; ability to prepare complete and accurate accounting reports and statements; ability to perform detailed work, including written or numeric data and to make arithmetic calculations rapidly and accurately; ability to understand and carry out complex oral and written directions.

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MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Accounting, Business Administration, Economics or a related field, including or supplemented by 24 semester credit hours in accounting; **OR**
- (B) Graduation from a regionally accredited or New York State registered two-year college or university with an Associate's Degree in Accounting, Business Administration, Economics or a related field, including or supplemented by 18 semester credit hours in accounting **AND** two (2) years of experience in professional accounting or financial auditing.

Adopted: 09/15/87
Revised: 10/22/93, 06/02/94, 12/02/10