

Civil Division: Town of Paris
Jurisdictional Class: Non-Competitive
EEO Category: Professionals
Revised: 11/07/17

TOWN ACCOUNTANT

DISTINGUISHING FEATURES OF THE CLASS: This is a professional and administrative position involving responsibility for performing accounting and related business management duties in various activities related to the fiscal management of a municipality. The incumbent is responsible for overseeing financial transactions, installation and maintenance of accounting systems, payroll procedures and the preparation of reports and analyses. Work is performed under general direction of a higher ranking employee with wide leeway allowed for the exercise of independent judgment in planning and executing assignments. Supervision may be exercised over the work of a small number of clerical employees depending on organizational arrangement. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

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

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

Oversees the payroll operation to ensure accuracy and completeness;

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

Assist in the organization and preparation of the annual budget including estimation of revenues and appropriations;

Keeps informed of economic trends and advises responsible officials regarding financial planning and investments;

May coordinate the introduction and maintenance of data processing operations in relation to accounting functions;

Makes recommendations to superiors concerning ways of reducing operating costs and increasing revenues base on knowledge of reimbursement formulas, market trends, municipal operating and procedures and legislative development;

Participates in meetings concerning equipment purchases, capital construction and other expenditures which have an impact on municipal finances.

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TOWN ACCOUNTANT

page two

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of accounting principles and procedures and ability to apply such knowledge to accounting transactions; good knowledge of office methods and procedures and familiarity with the use of standard office equipment; good 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; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Candidates must meet minimum qualifications at time of application.

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 with an Associate's degree in accounting, business administration, economics or a related field, including and/or supplemented by 18 semester credit hour in accounting **AND** two years of accounting or auditing experience.

Adopted: 08/15/91

Revised: 11/07/17