

## SENIOR ACCOUNTANT

### DISTINGUISHING FEATURES OF THE CLASS:

This is a high level professional accounting position which involves responsibility for the oversight of an accounting operation. This class is distinguished from that of Accountant by virtue of a greater degree of independent judgment, advanced accounting knowledge, complexity of duties, increased need for analytical skills and degree of supervisory responsibility. Work is performed under general supervision of an administrator. Supervision is exercised over the professional accounting staff of the department and other accounting personnel.

### TYPICAL WORK ACTIVITIES:

1. Assumes responsibility for the daily operation of the accounting unit which includes the receipt and disbursement of funds, the maintenance of accounting books of record or automated accounting records, the preparation of statements for management, and the preparation of financial accounting, cost and statistical statements, studies and reports;
2. Trains, supervises and provides consultation on difficult assignments to the professional accounting staff;
3. Maintains the Journal and General Ledger in accordance with generally accepted accounting principles and in compliance with legal provisions through and including the trial balance;
4. Closes and adjusts books and prepares financial statements;
5. Reconciles revenues and cash balances on a prescribed basis;
6. Leads and participates in the implementation of mandated changes in accounting procedures and coding;
7. Evaluates existing accounting or auditing systems, methods and procedures and develops or recommends modifications or new procedures;
8. Prepares or assists other staff in the preparation and/or review of the annual budget;
9. Assists outside auditors in their review of financial records;
10. Prepares or assists in the preparation of the written response to the annual audit report or to audits by outside authorities, as required;
11. Responds to special oral and written requests for financial information;
12. Provides guidance and assistance to departmental or non-departmental personnel in regard to accounting matters;
13. Supervises the central accounting of claims for State or Federal reimbursement of programs;
14. Conducts employee performance evaluations and approves benefit time for department accountants and accounting personnel;
15. May supervise payroll operation;
16. Does related work as required.

**SENIOR ACCOUNTANT** (Cont'd)

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of modern accounting principles and practices; thorough knowledge of the general principles of municipal accounting including the preparation of financial reports; ability to supervise the maintenance of fiscal records and preparation of financial reports; ability to plan and supervise the activities of professional accountants; ability to supervise the development and installation of new accounting systems; ability to follow and convey complex oral and written directions, regulations, laws, etc.; ability to work with automated accounting systems; ability to gather, assemble, consolidate and analyze facts and draw conclusions; ability to establish and maintain effective working relationships with others; a high degree of accuracy; integrity; sound professional judgement; tact; courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- EITHER: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Accounting, Business Administration or closely related field which included or is supplemented by the completion of eighteen (18) credit hours in accounting and three (3) years of full time paid professional accounting or financial auditing experience in maintaining or auditing a governmental agency double entry general ledger, appropriation accounting, and the preparation of budget and financial reports or in maintaining or auditing a business double entry general ledger, appropriation accounting, and the preparation of budget and financial reports, one (1) year of which must have been in a supervisory capacity;
- OR: Completion of a minimum of sixty (60) credit hours at a regionally accredited or New York State registered college or university which included or is supplemented by the completion of eighteen (18) credit hours in accounting and five (5) years of experience described in (A) above;
- OR: An equivalent combination of the education, training, and experience as indicated in (A) and (B) above

**NOTE:** Graduate work leading to a Master's degree in Accounting, Business Administration, Public Administration, Finance on a closely related field may be substituted for the non-supervisory experience described above on a year - for - year basis one (1) year equals thirty (30) credit hours to a maximum of two (2) years or 60 credit hours.

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ADOPTED: 01/18/90

REVISED: 05/08/86      11/15/89      07/01/91      09/27/94      09/10/97  
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