

## **Notice of Job Opening**

**Position:** Chief Accountant

Applicants must meet the requirements outlined in the enclosed job description.

\*PLEASE NOTE: This position is in the competitive class and will be filled on a provisional basis pending the outcome of the civil service examination.

\*\* Effective immediately, **all new hires must be vaccinated against the COVID-19 virus**, unless they have been granted an exemption for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless an exemption is received and approved by the Office of Human Resources.

**Department:** Treasurer Office

**Number of Vacancies to be filled:** 1

**Rate of Pay:** \$60,000/year

**Schedule:** 37.5 hours/week

**Application Deadline:** **11:59 pm on Tuesday, March 15th, 2022**

All applicants must submit an application online via [jobs.albanyny.gov](https://jobs.albanyny.gov) to be considered for the job opening.

**Residency Requirement:** YES

Per City Code § 62-1, all individuals hired by the City of Albany municipal government must be or become residents of the City of Albany within 180 days of hire. Failure to move into the City shall be deemed a voluntary resignation.

**The City of Albany is an Equal Opportunity /Affirmative Action Employer.**

**Posted on Tuesday February 15, 2022.**

## **CHIEF ACCOUNTANT**

**DISTINGUISHING FEATURES OF THE CLASS:** An incumbent in this class performs professional and supervisory accounting functions and has direct or indirect responsibility for the accounting functions related to the books and records assigned. This position is responsible for assisting management of the department with planning and enforcing policies and procedures. There is considerable leeway in this position for the exercising of independent, professional judgment in the performance of assigned tasks. This position is responsible for the supervision of clerical and junior accounting personnel.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Supervises and instructs subordinate clerical and junior accounting staff in proper work methods and techniques;
- Contributes accounting information and recommendations to management and staff;
- Provides training to staff and recommends improvements to systems and procedures;
- Performs professional accounting functions utilizing modern governmental accounting practices and procedures;
- Maintains accounting controls based on department policies and procedures;
- Maintains internal controls to safeguard the integrity of the financial data;
- Monitors revenues and expenses and provides evaluation of accounting data;
- Prepares a variety of monthly and quarterly financial analysis and reports for management and outside parties;
- Provides support and required financial information for annual audits;
- Conducts research and prepares recommendations regarding operations, internal controls, financial software, etc;
- Assists in preparation of monthly management report and accompanying schedules;
- Assists in providing follow-up and documentation of significant variances;
- Assists staff, as required in month-end activities of the department;
- Enters and retrieves information in an automated information system;
- Performs related work as required;

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

- Comprehensive knowledge of GAAP and GAAP practices and procedures;
- Comprehensive knowledge of the principles and practices of maintaining computerized accounting systems and software applications;
- Good knowledge of automated data processing systems;
- Good knowledge of personal computers and office equipment;
- Ability to develop and implement standard and special accounting methods, procedures, forms and records;

- Ability to apply established accounting and auditing principles and techniques;
- Ability to plan, supervise and evaluate the work of others;
- Ability to maintain and interpret accounts and records of a automated accounting system;
- Ability to design, prepare and analyze accounting records and reports;
- High degree of accuracy;
- Ability to maintain confidentiality.
- Sound professional judgment;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor’s Degree (or higher) in accounting or closely related field which shall have included minimum of 12 semester credit hours in accounting\* and one (1) year full-time paid satisfactory accounting experience in which one should have been in a supervisory capacity; **OR**
- B. Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate’s Degree in accounting or closely related field which shall have included minimum of 12 semester credit hours in accounting\* and three (3) years full-time paid satisfactory accounting experience in which one should have been in a supervisory capacity; **OR**
- C. Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**SUBSTITUTIONS:** Satisfactory completion of 30 credits towards a Master’s Degree in Accounting or closely related field may be substituted for one (1) year of experience.

\*A transcript of courses must be submitted to verify credit hours in accounting.

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