



Kathy M. Sheehan
Mayor

Director of Human Resources
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Notice of Job Opening

Position: Accounting Assistant

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

Upon acceptance of the position, you may be permanently or temporarily assigned to other units as operationally needed, in accordance with the relevant collective bargaining agreement.

*PLEASE NOTE that this position’s civil service jurisdictional classification is Non-competitive.

** 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: Water

Number of Vacancies to be filled: 1

Rate of Pay: \$44,000-48,000/year

Schedule: Monday – Friday: 8:00 am to 4:30 pm

Application Deadline: **11:59 pm on Saturday, December 31, 2022**

All applicants must submit an application online via 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 Friday, July 22, 2022

ACCOUNTING ASSISTANT
(Department of Water and Water Supply)

DISTINGUISHING FEATURES OF THE CLASS: Under general direction of the Chief Fiscal Officer (CFO), this position is responsible for monitoring billing related activities from a financial perspective using excel and other computer programs. Additionally, this position is responsible for assisting with various types of accounting activities, including but not limited to budget analysis, fixed asset depreciation schedules, and audit preparation.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Assists with monthly cash flow analysis;
- Assists with preparation of year-end audit schedules;
- Assists with annual budget preparation and monthly budget analysis;
- Maintains statistical records of water consumption and precipitation;
- Analyzes monthly customer water bills for accuracy and notifies supervisor of potential problems;
- Assists the CFO in the preparation and gathering of information required for reporting to various federal, state and other regulatory agencies and authorities;
- Coordinates verification of certain account data, including but not limited to tax map numbers, type of service and meter accuracy;
- Provides financial data analysis to the supervisor to provide reporting/analyzing on water usage and billing;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of government accounting principles and practices;
- Good knowledge of computerized software accounting systems;
- Good knowledge of personal computers and office equipment;
- Working knowledge of research methods and the fundamental of statistics;
- Ability to carry out project assignments requiring a high degree of initiative;
- Ability to make clear and accurate analyses of facts, figures and processes;
- Ability to present data, reports and comments clearly and concisely;
- Ability to maintain a high degree of professionalism;
- Ability to communicate effectively and secure cooperation with others;
- Ability to work independently and also as part of a team;
- Thoroughness;
- Good judgment;
- Tact and courtesy;
- Integrity;
- 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 or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree or higher in Accounting, Finance, Business Administration or related degree, **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 related field and two (2) years fulltime, paid experience in the accounting or related field; **OR**
- C. Completion of a Certification program from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant Certification in the area of Accounting, Finance or Business Administration and three (3) years fulltime paid experience involving bookkeeping, accounting or financial analysis; **OR**
- D. Any equivalent combination of training and experience as described by the limits of (A) and (B) above.

Issued: 4/22/09
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