

**ACCOUNTANT**  
**(Treasurer's Office)**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent performs lower level accounting work in sustaining and reconciling various City accounts. Unique to this position is the responsibility of the incumbent to classify continuous recurring revenue in order to provide timely notification to the Deputy in order to generate investments. Work assignments are received from the Deputy and/or Treasurer and work is performed within an established system of accounts. Limited independent judgment is exercised in applying established accounting procedures. Supervision may be exercised over subordinate staff. Work is reviewed through analysis of accounts and records and through discussions on problems or details encountered.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Reconciles daily revenues by verifying the accounts, balancing cash against ledgers to assemble the daily deposit for each of the City's accounts;
- Reconciles cash flow for all City revenue including: property tax payments, parking tickets, water bills, building permits, marriage licenses, etc.;
- Classifies continuous recurring revenue in order to provide timely notification to the Deputy in order to generate investments;
- Prepares refund warrants;
- Maintains account-keeping records and reports;
- Accumulates data and may assist in the preparation of the budget and other fiscal and special financial reports;
- Reconciles receipt of all City revenues against general ledgers;
- Posts to journals and subsidiary ledgers;
- Suggests and recommends methods of improving data entry practices and procedures for subordinate staff;
- May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

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

- Good knowledge of City revenue sources and their corresponding accounts and funds;
- Good knowledge of City fees associated with licensing and permits, taxes receivable, trust funds, Federal, State and County revenue;
- Good knowledge of basic accounting principles and practices and procedures;
- Good knowledge of office terminology, procedures and equipment;
- Good knowledge of personal computers and office equipment;

- Ability to accurately prepare and maintain general journals and ledgers;
- Ability to assist in the preparation of special periodic financial reports;
- Ability to understand and follow detailed oral and written instructions;
- Ability to plan and supervise the work of subordinate staff;
- Ability to work accurately;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree or higher in accounting, business administration or a closely related field; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience in account-keeping, bookkeeping or auditing work; **OR**
- C. Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

\*A transcript of courses must be submitted if a candidate wishes to qualify under Section (A) of the minimum qualifications.

Promotional Field: Two (2) years of full time permanent competitive class status as a Tax Record Clerk in the City of Albany and employed as a Tax Record Clerk with the City at the time of application and appointment.