

ACCOUNTANT I
(Albany School District)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for performing professional accounting procedures in an automated environment. Final recommendations are subject to review and approval, although independent judgment is exercised on technical accounting problems and within established policies. This class is distinguished from Accountant II in that this is an entry-level position, and does not perform the same level of varied and complex assignments as assigned to the Accountant II. Supervision may be exercised over clerical/fiscal staff.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Performs professional accounting and financial management activities in a complex automated accounting environment;
- Participates in financial operations such as: accounts receivable/accounts payable, payroll, maintenance of complex automated accounting records, preparation of financial statements and reports, cost and statistical statements, studies and forecasts;
- Participates in the implementation of accounting and cost control procedures in an automated environment;
- Assists in monitoring and controlling the expenditure of funds to ensure cost control within allocated cost accounts; recommends the transferal of funds as needed;
- Participates in the preparation of schedules and financial statements required in the annual year-end closing process;
- Participates in the modification of existing accounting or auditing systems, methods and procedures to meet departmental and reporting requirements;
- Participates in the preparation and/or control of the annual departmental budget in accordance with established procedures;
- Prepares responses to audit reports and compiles supporting documentation required by regulatory authorities;
- Performs related fiscal/administrative functions to ensure smooth and effective departmental financial operations;
- 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 the principles, theories, techniques and procedures of modern accounting and auditing including cost accounting;
- Good knowledge of personal computers and office equipment;

- Good knowledge of computer accounting software;
- Good knowledge of computer applications, such as spreadsheets, word processing, database software, etc.
- Ability to apply established accounting and auditing principles and techniques;
- Ability to communicate effectively, both verbally and in writing;
- Ability to understand and follow complex oral and written directions, regulation, laws, etc.;
- Ability to maintain a complex accounting system in an automated environment;
- Ability to gather, assemble, consolidate and analyze facts and draw conclusions;
- Discretion;
- Tact;
- Resourcefulness;
- Initiative;
- Sound professional judgment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. **Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree in Accounting, Business Administration or related field and three (3) years full time paid experience in governmental/municipality accounting.
- B. **Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Accounting and five (5) years full time paid experience in governmental/municipality accounting; **OR**

** Master's Degree must be in Accounting (or closely related field) if Bachelor's Degree is not, or Bachelor's Degree must be in Accounting (or closely related field).