

## **ACCOUNTANT I**

(Development and Planning – Division of Community Development)

**DISTINGUISHING FEATURES OF THE CLASS:** This is beginning level professional accounting work. The incumbent is responsible for maintaining a set of accounts and assisting in assigned phases of accounting work. Work assignments are received from an administrative or technical superior and work is performed within an established system of accounts. The volume of work and extent of detailed work performed will vary in different offices where this position occurs. Limited independent judgment is exercised in applying established accounting procedures. Work may include the supervision of a limited number of clerical personnel. Work is reviewed through analysis of accounts and records and through discussions on problems or details encountered.

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

- Posts to journals and subsidiary ledgers;
- Sets up work sheets and participates in auditing tax and water rolls;
- Collects all property taxes, special assessments and miscellaneous receipts from agencies;
- Prepares refund warrants;
- Supervises receipt and entry of accounts payable;
- Keeps budget records;
- Accumulates data and participates in the preparation of the budget and other fiscal and special financial reports;
- Suggests and recommends methods of improving accounting practices and procedures;
- Assumes responsibility for the maintenance of municipal accounting and fiscal records;
- 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 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 understand and follow detailed oral and written instructions;
- Ability to prepare special periodic financial reports;
- Ability to plan and supervise the work of clerical personnel;
- High degree of accuracy;
- Physical condition commensurate with the demands of the position.

SEE REVERSE SIDE

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree in accounting, business administration or a closely related field, with at least twelve (12) credit hours in accounting having been successfully completed; \* **OR**
- B. 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 in accounting, business administration or a closely related field, which shall include at least twelve (12) credit hours in accounting\* and two (2) years of paid fulltime experience in accounting, bookkeeping or auditing work; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience in accounting, bookkeeping or auditing work; **OR**
- D. Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

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