

ACCOUNTANT II
(Albany Housing Authority)

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. There is considerable leeway in this position for the exercising of independent, professional judgment in the performance of assigned tasks. Work may require supervision of clerical and junior accounting personnel.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Performs professional accounting functions utilizing modern accounting practices and procedures;
- Posts, maintains and insures accuracy of journals and ledgers.
- Prepares a variety of monthly and quarterly financial analysis and reports for management and outside parties;
- Prepares schedules required for the annual year-end audit and closing process;
- Supervises and instructs subordinate clerical and junior accounting staff in proper work methods and techniques;
- Applies automated data processing techniques to departmental accounting procedures;
- 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 accounting principles, practices and procedures;
- Good knowledge of the principles and practices of maintaining computerized accounting systems and software applications;
- Working knowledge of automated data processing systems;
- 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 a complex accounting system in an automated environment;
- Ability to analyze accounting records and reports;
- High degree of accuracy;
- Sound professional judgment;
- Good knowledge of personal computers and office equipment;
- 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 and three (3) years full-time paid satisfactory experience as a professional accountant; **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 and minimum of 12 semester credit hours in accounting* and five (5) years full-time paid satisfactory experience as a professional accountant; **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 if a candidate wishes to qualify under Section (B) of the minimum qualifications.

Background Investigation: Candidates may be subject to a thorough background investigation to determine suitability for appointment. Applicants may be required to authorize access to educational, employment, criminal history and other records check as part of such investigation. Criminal convictions and other offenses are subject to evaluation and may result in disqualification. Applicant will be required to submit the necessary fees for the fingerprint processing, where required.