

ACCOUNTANT III

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class functions as a senior level professional accountant, responsible for complex accounting procedures in an automated financial systems environment. Work involves a high degree of independent judgment and advanced accounting knowledge. This class is distinguished from Accountant II in that incumbents are responsible for the independent management of fiscal operations such as payroll, accounts payable, financial reporting and control, grants and contract management, budget preparation and other related fiscal activities. Incumbents may function in a lead capacity over lower level professional accountants. Supervision is exercised over a number of clerical personnel.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Performs professional accounting using modern accounting practices and procedures;
- Oversees the daily operation of a unit involved in accounts payable, payroll, maintenance of complex automated accounting records, preparation of financial statements and reports, cost and statistical statements, studies and forecasts;
- Supervises subordinate accounting personnel and/or clerical support involved in the implementation of accounting and cost control procedures in an automated financial systems environment;
- Provides professional and technical advice and assistance within the framework of established accounting principles, theories, concepts and practices and current regulatory requirements;
- Monitors and controls the expenditure of funds to ensure cost control within allocated cost accounts; recommends the transferal of funds as needed;
- Prepares 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;
- Prepares or 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;
- Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software;
- 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.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the principles, theories, techniques and procedures of modern accounting and auditing including cost accounting;
- Thorough knowledge of accounting and auditing principles and techniques used in a governmental operation;
- Skill in the use of computer applications such as spreadsheets, word processing, calendar, e-mail and database software;
- Ability to train, supervise and evaluate the work of others;
- Ability to communicate effectively, both verbally and in writing;
- Ability to understand and follow complex oral and written directions, regulations, laws, etc.;
- Ability to maintain a complex accounting system in an automated environment;
- Ability to gather, assemble, consolidate and analyze data and information and draw conclusions;
- Thoroughness;
- Accuracy;
- Discretion;
- Tact;
- Resourcefulness;
- Initiative;
- Sound professional judgment;
- Physical condition commensurate with the demands of the position.

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 Master's degree in Accounting, Business Administration or Finance which must have included twelve credit hours in Accounting, **and** two (2) years of full-time paid experience where the primary function of the position was professional accounting or auditing. **OR**
- B. 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 (or higher) in Accounting, Business Administration or Finance which must have included twelve credit hours in Accounting, or related degree **and** four (4) years full-time paid experience where the primary function of the position was professional accounting or auditing.