

**ACCOUNTANT III**  
(Albany School District)

**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 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/fiscal personnel.

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

- Acts as general accountant and preserves all accounts, vouchers and contracts related to the School District;
- Serves as general accountant for regular budget and all Federal, State and other projects approved by the Board of Education;
- Oversees the daily operation of a unit involved in accounts receivable/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 involved in the implementation of accounting and cost control procedures in an automated 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 and 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;
- Performs professional accounting using modern accounting practices and procedures;
- Reports to the Assistant Superintendent for Business Affairs on the accounting affairs of the District and recommends changes and improvements as necessary;
- 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;

- Oversees the preparation of payrolls, including deductions for withholdings and other salary deductions;
- Oversees the preparation and maintenance of all necessary earnings records, deduction records and similar personnel payment records;
- Oversees the collection of tuition, rental and other monies due the Board of Education;
- Arranges for audits of all accounts and records annually by an independent, certified public accountant selected by the Board of Education;
- Assists in the projection of revenue and expenditures, in the preparation prospectus for bond sales, and in the management of short-term investments;
- 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:**

- Thorough 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 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 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, Finance or Economics or closely related field and four (4) years full time paid experience in governmental/municipality accounting; (\*\*Bachelor's Degree must be in accounting),  
**OR**

- 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 six (6) years full time paid experience in governmental/municipality accounting.

**SUBSTITUTIONS:** Satisfactory completion of 30 credits towards a Master's Degree in Accounting, Business Administration, Finance or Economics or closely related field may be substituted for one (1) year of experience.