

DIRECTOR OF ACCOUNTS

DISTINGUISHING FEATURES OF THE CLASS: This position administers and coordinates the accounting and fiscal management functions of a department. Duties involve responsibility for the performance of moderately complex professional accounting and related business administration tasks in development, examination, review or analyses activities related to fiscal management of a department's funds and expenditures. The work is performed under the general direction of the department head; general and direct supervision is exercised over the work of professional, technical and clerical subordinates. The position also involves auditing accounts of contractors for compliance with applicable laws, rules and regulations. Supervision may be exercised over the work related activities to the financial administration of the department.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Devises and oversees accounting and auditing systems and procedures to provide complete and accurate records of the department's financial transactions;
- Prepares and makes presentation of various project and program budgets in the department;
- May prepare grant applications and requisitions for applicable funding;
- Devises and implements programs of cost control quality and inventory control;
- Prepares, advertises, and circulates bid proposals for various department needs;
- Contracts various Federal, State and local agencies and officials regarding program funding and fiscal affairs;
- May direct and supervise a subordinate staff engaged in a variety of financial operations;
- Studies economic trends and advises agency staff regarding related fiscal planning and cost analyses;
- Advises agency employees of current fiscal requirements and reporting;
- Keeps ledger and journal accounts, takes trial balances and reconciles bank statements and accounts;
- Oversees and coordinates the agency payroll functions for staff and/or clients;
- Performs cost analyses to aid in program effectiveness and efficiency;
- Implements and oversees accounting and financial transactions to insure compliance with acceptable Federal and State fiscal regulations;
- May audit program agent or sub-contract accounts to insure proper expenditure control of program funds;
- Prepares special periodic fiscal and statistical records, presentations, and reports;
- May oversee the department personnel record keeping;
- Performs other related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of modern general and governmental accounting, fiscal and auditing procedures and techniques including budgeting and appropriation practices;
- Thorough knowledge of methods used in keeping financial accounts and records;
- Good knowledge of a modern office terminology practices and procedures;
- Ability to acquire a good knowledge of agency affairs related to fiscal management;
- Ability to prepare complete and accurate financial reports and statements;
- Ability to plan, direct, and supervise the work of others;
- Ability to get along well with others;
- 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 in Accounting, Business Administration, Economics or related field including or supplemented by 18 semester credit hours in accounting and two (2) years of satisfactory, full-time, paid experience in financial administration or management; OR
- B) Completion of a minimum of 60 semester credit hours at a regionally accredited or New York State registered college or university including and/ or supplemented by 18 semester credit hours in accounting and four(4) years of satisfactory full-time paid experience, as described in (A) above; OR
- C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

PROMOTIONAL FIELD: Five (5) years permanent competitive class status as an Accountant I and employed at the Albany Housing Authority at the time of application and appointment.