

JUNIOR ACCOUNTANT
(Albany Housing Authority)

DISTINGUISHING FEATURES OF THE CLASS: Work is performed under the general supervision of the Accountant title. The work requires maintaining accounts and assisting in assigned phases of accounting procedures defined by the New York Division of Housing and United States Department of Housing and Urban Development procedural manuals. Maintains accounting transactions for separate entity of the Authority. Work assignments are received from the accountant who acts as a supervisor to the junior accountant's title. The volume of work and extent of detailed work will vary in different offices where this position occurs. Limited independence is exercised in the application of established accounting procedures. Work may include auditing of accounts and records offering general discussion and input on problem solving methods. Computer techniques and experience is preferred with the understanding that coverage on behalf of other position titles within the accounting department is required of this title.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Reviews and audits accounting records and reports for arithmetical and clerical accuracy, completeness, and other proper extensions;
- Classifies a variety of receipts and expenditures according to a prescribed procedure;
- May review work done and at times may instruct in specialized account keeping activities;
- May post journal or ledger record from an original media such as disk or tapes;
- May assist the cashier's title at specific periods during the month;
- May be required to provide assistance with bank deposits;
- Compiles data and prepares analysis of complex financial and statistical records;
- Operates computer equipment as the assignment relates to the accounting department's responsibilities.
- 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;
- Good knowledge of personal computers and office terminology and equipment;
- Ability to accurately prepare accounting records, journals, ledgers, etc.;
- Ability to understand and carry out oral and written directions;
- Ability to organize and plan work as assigned;
- Ability to perform with accuracy, paying particular attention to arithmetic computations;

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- Ability to write legibly and comprehend written guidelines established by the State and Federal government;
- Ability to communicate well with others;
- Clerical aptitude;
- Mental alertness;
- Integrity;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited New York State college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree in Business Administration and Accounting and one (1) year of fulltime paid experience in a financial institution or business office working in the accounting field; **OR**
- B) Graduation from high school or possession of a high school equivalency diploma and three (3) years experience in a full time paid position in a financial institution or business office working in the accounting field; **OR**
- C) An equivalent combination of training and experience as outlined by the limits of (A) and (B) above.

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