

ORANGE COUNTY CLASS SPECIFICATION

TITLE	ACCOUNTANT	GRADE	14
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TITLE	ABBREVIATION	ACCOUNTANT	TITLE NO.	6047
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JURIS.CL: C SALARY CODE: 07 UNIT: EEO CODE: PR FLSA CODE: PR

DEPARTMENT: FINANCE DIVISION: _____

SUPERVISOR'S TITLE SENIOR ACCOUNTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves independent responsibility for performing professional level accounting and supervisory activities for an accounting division or accounting management system within the Orange County Department of Finance. The work is carried out in accordance with established accounting systems and procedures and involves maintaining accounting records, preparing reports, assisting with the establishment of new accounting systems and/or reviewing and reconciling data prior to input into an automated financial accounting system. Work is performed under the general supervision of a Senior Accountant with latitude for independent judgment in technical accounting problems. Direct supervision is exercised over designated accounting and clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Supervises and trains assigned Accounting personnel;
2. Reconciles receivables and deferred revenues with operating departments;
3. Reconciles Commissioner of Finance bank accounts, posts interest, places all stop payments and re-issues, acts on stale date checks, verifies direct deposit and uploads manual issues;
4. Assists in the preparation of the Annual Report to the New York State Comptroller's office and the Federal Single Audit. Maintains files of backup documentation;
5. Coordinates financial year end closing procedures with all departments;

6. Participates in the preparation of necessary scheduled such as Fixed Assets and Revenue and Expense accruals;
7. Maintains records of all indebtedness; maintains records of General Ledger accounts;
8. Reviews the annual legislative budget to ensure it is in balance with the County's computerized financial system;
9. Reviews all budgetary adjustments to legislative resolutions, departmental transfers, etc. to ensure it is in balance with the County's computerized financial system;
10. Reviews and prepares all financial transactions to the computerized financial system- journal entries, cash receipts, inter-departmental charges, etc.;
11. Reviews financial system reports to determine that all budgetary and financial accounts for funds, department, and sub-organizations are in balance;
12. Takes corrective action, as required, for out of balance accounts;
13. Assists with all financial audits;
14. Corrects and updates the financial system user manual as required;
15. Participates in special projects as assigned;
16. Prepares and files monthly and annual Court and Trust reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of accounting principles, practices and techniques, particularly as they relate to government fiscal operations; good knowledge of office terminology, procedures and equipment; good knowledge of departmental budgeting and the adherence to same; good knowledge of computer accounting systems and spreadsheet software; ability to maintain and audit comprehensive accounting records including general journals and ledgers; ability to prepare complex financial and audit reports; ability to carry out complex oral and written instructions; ability to exercise sound judgment and perform with a high degree of accuracy; physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited 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, Public Administration or related field and one (1) year of paid general accounting or municipal auditing experience;
OR
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Accounting, Business Administration, Public Administration or related field including or supplemented by four (4) accounting classes and two (2) years of paid experience as described in (A) above;
- (C) Completion of a minimum of 60 semester credit hours at a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees including or supplemented by four (4) accounting classes and four (4) years of paid experience as described in (A) above.

NOTE: Certification as a Public Accountant by the State of New York may be substituted for two (2) years of experience.

REVISED: 1/10/18 AT