

ORANGE COUNTY CLASS SPECIFICATION

TITLE: SENIOR ACCOUNTANT **GRADE:** 17

TITLE ABBREVIATION: SR ACCOUNT **TITLE NO.:** 6589

JURIS.CL: C **SALARY CODE:** 07 **UNIT:** C **EEO CODE:** PR **FLSA CODE:** PR

DEPARTMENT: FINANCE **DIVISION:**

SUPERVISOR'S TITLE: COMMISSIONER OR DEPUTY COMMISSIONER OF FINANCE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, directing and supervising a comprehensive system of municipal accounts. An incumbent in this position is responsible for providing technical accounting expertise and advice to the various county departments related to the financial and budgetary implications of specific accounting applications. The work is performed under the general supervision of the Commissioner or Deputy Commissioner of Finance with wide latitude for independent judgement. General supervision is exercised over the work of Accountants and their respective staffs. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Supervises, assigns, reviews and evaluates the work of Accountants and/or support clerical personnel in an accounting operation;
2. Designs and assists in the design of special accounting schedules, forms or reports or recommends changes in existing forms, schedules and reports;
3. Implements or assists in the implementation of new or revised manual or automated systems and trains subordinates in application of systems;
4. Prepares a CAFR (Comprehensive Annual Financial Report) in accordance with GAAP (Generally Accepted Accounting Principles) using standards as promulgated by GASB (Government Accounting Standards Board).
5. Assists in budget preparation, cash flow projections and cash need determinations;
6. Implements approved recommendations made by internal auditors, state auditors and independent auditors;

7. Assists in formulating training programs for Finance Department personnel and fiscal personnel in county departments;
8. Prepares Annual Report for submission to New York State Comptroller's Office;
9. Prepares requests and provides information for bond advisory services;
10. Assists bond council in preparing full disclosure reports as required for borrowing purposes;
11. Does special projects as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Comprehensive knowledge of principles, theories, techniques and procedures of accounting systems particularly as they relate to government fiscal operations; comprehensive knowledge of the uniform system of accounts mandated by the New York State Office for the State Comptroller; thorough knowledge of basic trends and current developments in the field of accounting; thorough knowledge of the laws, rules and regulations relating to the administration of the accounting functions of all County departments as governed by the State of New York; thorough knowledge and practical experience using Microsoft excel in daily analysis and operations; good knowledge of office practices, methods, procedures and equipment; good knowledge of departmental budgeting and the adherence to same; good knowledge of capabilities and limitations of computerized data processing equipment to existing or proposed accounting operations; ability to apply established accounting principles and techniques in maintaining county's accounting system; ability to analyze and evaluate accounting problems and to develop improvements in methods being used in keeping financial records; ability to express oneself and prepare and present complex accounting reports both verbally and in writing; ability to perform detailed work involving written and numerical data and to make arithmetic calculations rapidly and accurately; ability to plan, supervise and evaluate the work of others; accuracy; tact; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

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 and five (5) years of professional accounting experience, two (2) years of which must have been in municipal accounting, or five (5) years of municipal auditing experience.

NOTES:

1. Certification as a Public Accountant by the State of New York may be substituted for two (2) years of professional accounting experience.
2. 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 closely related field may be substituted for one (1) year of professional accounting experience.

REVISED: 11/24/15 AT