

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: ACCOUNTANT (MUNICIPAL)

TITLE #: 1007

DISTINGUISHING FEATURES OF THE CLASS: The work involves independent responsibility for the maintenance of a comprehensive system of accounts in a municipality or school district. This position exercises functional control over the establishment and revision of accounting systems within the jurisdiction. Work is performed under administrative direction with latitude for independent judgment in solving technical accounting problems. **May supervise** assigned personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans and initiates accounting procedures and routines within a uniform system of accounts;

Participates in the formulation of accounting policies;

Performs management reviews and operational audits;

Makes recommendations to correct or modify existing inefficient or improper procedures;

Participates in the maintenance of all required accounting transactions and accounting record books;

Prepares financial reports and supporting documentation required by regulatory agencies;

Assists in the preparation of full disclosure reports;

Assists in preparation of the annual budget;

Maintains record of all indebtedness;

Prepares and monitors cash flow projections for investment.

May supervise and train accounting personnel;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of generally accepted accounting principles, practices and techniques as they relate to public sector operations; good knowledge of office terminology, procedures and equipment; good knowledge of budgeting practices; ability to maintain and audit comprehensive accounting records including general journals and ledgers; ability to prepare complex financial and audit reports; ability to use computer accounting systems and spreadsheet software; ability to carry out complex oral and written instructions; ability to train and supervise subordinate personnel; sound judgment; accuracy; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a Masters degree including or supplemented by 18 semester credit hours in accounting; OR
- (B) Possession of a Bachelors Degree or higher including or supplemented by 18 semester credit hours in accounting and one (1) year of paid general accounting or municipal auditing experience; OR
- (C) Completion of a minimum of 60 semester credit hours including or supplemented by 18 semester credit hours in accounting and three (3) years of paid experience as described in (B) above.

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

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

JURISDICTIONAL CLASS: Competitive

REVISED: 04/24/23 LD