

## **SENIOR ACCOUNTANT**

**DISTINGUISHING FEATURES OF THE CLASS:** This position performs professional accounting duties in the development, examination, review, analysis or supervision of financial and accounting records. Knowledge of, and ability to research and understand, agency policies and procedures and relevant laws and regulations is required. This position differs from Accountant or Accountant (County) because it involves either the supervision of professional level accounting activities, including extensive interaction with individuals in other departments to provide information and guidance, development and analysis of accounting systems and information, because of the responsibility for more complex, specialized accounting work. Work is performed under general direction of a higher level employee or accounting supervisor with wide leeway allowed for the exercise of independent judgment in planning and carrying out assignments. Supervision is exercised over Accountants and clerical support staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Develops and implements new and revises existing accounting systems including transaction codes, report balancing, report generation and system enhancements;

Designs or assists in the design or revision of accounting schedule forms or reports;

Monitors data processing problems and oversees correction processes;

Acts as liaison to agency and non-agency staff regarding program operations and provides guidance in accounting matters;

Assigns, reviews and evaluates the work of a small number of Accountants and support staff;

Supervises and participates in the maintenance of a manual or automated ledger operation including books of account or general ledger, classification and recording of transactions;

Develops, revises and monitors an effective system of internal auditing control;

Prepares complex financial and statistical reports and resolves errors; Instructs and advises accounting staff both internal and external to the department;

Coordinates accounting functions with other units of County government

Develops and implements new accounting procedures and systems to provide a clear audit trail of financial transactions;

Assists with the preparation of the annual budget including estimation of revenues and expenditures;

Implements new accounting pronouncements;

May review department contracts to ensure compliance with contract provisions;

May review department records for accuracy, compliance with governing laws/regulations and financial controls.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles and practices of general and

governmental accounting;  
Thorough knowledge of financial administration including budgeting and reporting;  
Good knowledge of office terminology, practices and procedures;  
Good knowledge of business arithmetic and English;  
Working knowledge of trends and current developments in the field of accounting;  
Working knowledge of the computerized application of accounting systems, both mainframe and personal computers;  
Working knowledge of spreadsheet applications;  
Ability to interact successfully with individuals outside of the agency;  
Ability to explain accounting-related concepts to staff members having varying levels of expertise, as well as to supervisors and managers;  
Ability to review reports, find and define problems, and propose solutions;  
Ability to cope with multiple, changing priorities and stringent deadlines;  
Ability to analyze and evaluate accounting problems to devise solutions;  
Ability to plan and supervise the work of others;  
Ability to plan and analyze complex financial and statistical records, reports and statements;  
Ability to prepare and present complex oral and written reports clearly and accurately;  
Ability to operate a computer terminal;  
Ability to create spreadsheets;  
Ability to perform close, detail work involving considerable visual effort and strain;  
Accuracy;  
Good judgment.

**MINIMUM QUALIFICATIONS: Please provide a copy of your transcript**

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in accounting, business or public administration, economics or related field, including or supplemented by 18 semester credit hours in accounting, and one year of accounting or auditing experience; OR
- B) Completion of a minimum of 60 semester credit hours at a regionally accredited or New York State registered college or university including or supplemented by 18 semester credit hours in accounting and three years of accounting or auditing experience; OR
- C) An equivalent combination of training and experience as defined by the limits of A) and B) above.

**NOTE:** Accounting - professional level position which involves the art of recording, classifying, verifying and reporting financial data and presenting an analysis or interpretation of their significance. Its function is to provide quantitative information, primarily financial in nature, about economic entities that is intended to be useful in making economic decisions and in making reasoned choices among alternate courses of action. It includes the preparation of financial statements and schedules.

**Auditing** - the art of confirming financial statements for the purpose of expressing an opinion that these statements fairly represent the financial condition of the enterprise and its operating results, and further that these statements are presented to conform with generally accepted accounting standards in a consistent manner. Auditing is the art of documenting the veracity of financial data; it includes a critical review of internal controls, a systemic examination and verification of financial records and documents, and in appraisal of fiscal procedures and operations.