

ACCOUNTANT I (BOCES)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, implementing and monitoring accounting and fiscal management functions in a department or agency. The incumbent in this position analyzes and monitors program funds, grants and expenditures; develops accounting systems; furnishes periodic financial reports; completes the payroll and other related personnel reports; and may oversee account keeping activities completed by contract agencies. The work is performed under the general supervision of a department head or higher level administrator with leeway allowed for the exercise of independent judgment in carrying out details of the work. Routine supervision of accounting staff is a responsibility of this position. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Oversees staff in the preparation of monthly billing;
Supervises day-to-day activities to ensure proper accounting procedures are followed;
Develops, revises and implements accounting systems and procedures to provide complete and accurate accounting for an agency's financial transactions;
Prepares financial reports required by State laws and local rules detailing claims and expenditures;
Performs cost and budget analyses, financial forecasting feasibility studies and other accounting tasks to aid in program efficiency and effectiveness;
Maintains ledger and journal accounts and balances and reconciles bank statements and accounts;
Prepares periodic fiscal and statistical statements and reports for agency use, or submission to State and Federal agencies;
Assists the department head in the preparation of service contracts by collecting and preparing statistical reports;
Assists the department head in the preparation of a program's annual operating budget and application for grants by compiling and analyzing financial data;
Advises and consults with department head and other staff on current fiscal and reporting requirements and control of expenditures;
Coordinates purchases for a department, verifies funds are available from appropriate accounts, prepares requisitions and maintains list of qualified suppliers;
Uses personal computer to make financial inquiries, maintain records and make financial analyses.

Continued on Page 2

ACCOUNTANT I (BOCES)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles, practices and terminology of accounting; good knowledge of financial administration including budgeting, purchasing and reporting; good knowledge of modern office terminology, procedures, equipment and business English; ability to develop and maintain accounting systems; ability to prepare and analyze complex financial records, reports and statements; ability to communicate effectively both orally and in writing; ability to operate a personal computer and utilize common office software programs; ability to perform close, detail work involving considerable visual effort and concentration; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

1. Graduation from a regionally accredited or New York State registered 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 or public administration, economics or related field, including or supplemented by 18 semester credit hours in accounting, and one (1) year of accounting or auditing experience involving the maintenance or auditing of double entry books of a business, including the general ledger, or in the maintenance of governmental agency books involving appropriation accounting and the preparation of budget and financial reports; or
2. Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in accounting, business administration or closely related field including or supplemented by nine (9) semester credit hours in accounting and three (3) years of experience as defined in (1); or
3. An equivalent combination of training and experience as defined by the limits of (1) and (2).

APPROVED: SEPTEMBER 4, 2001

CIVIL SERVICE CLASSIFICATION: COMPETITIVE