

SENIOR ACCOUNTANT
(City of Canandaigua)

DISTINGUISHING FEATURES OF THE CLASS: This is a high-level financial management position in the City of Canandaigua. The duties involve financial oversight of a variety of accounts and transactions in the City Treasurer's Office. The duties include responsibility for maintenance and balancing of the general ledger, accounting for all revenues received by the City and having over-all charge of books of original entry and subsidiary ledgers for accounts contained in the general ledger. The duties are performed in accordance with established accounting principles and will meet all relevant Federal and State laws. General supervision is received from the City Treasurer. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Is responsible for maintaining the general ledger serving as a central record and control on a number of individual accounts;
 Maintains subsidiary ledgers on individual accounts, totals of which are contained in the general ledger;
 Has charge of books of original entry such as general journal, cash journals, etc;
 Prepares quarterly financial reports of balances of the appropriation accounts for all departments;
 Prepares the annual financial reports of balances of the appropriation accounts for all departments;
 May assist in conducting tax sales and sales of real property for past due taxes by preparing material for advertising, computing interest and penalties, tax certificates and tax deeds and maintaining appropriate records of sale transaction;
 May have charge of the accounting for Capital and Trust Fund receipts and disbursements;
 May be in charge of the accounting for special programs supported by funds from the State and Federal governments.

FULL PERFORMANCE KNOWLEDGE, SKILL, ABILITIES AND PERSONAL CHARACTERISTICS: Through knowledge of modern accounting principles and practices as related to City government; ability to interpret federal, state, and local policies and laws; familiarity with organization and functions of City government; ability to prepare and maintain accounting records and reports; resourcefulness in applying accounting procedures and practices to problems encountered in work; ability to analyze accounting records and financial statements and to draw logical conclusions therefrom; ability to interpret and implement accounting principles and understand their effect on financial records; ability to work closely with coworkers; ability to establish and maintain close working relationships with a diverse group of individuals based on consistent, fair and ethical treatment; good accounting judgment; tact; courtesy, 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 with a Bachelors degree in accounting, business or public administration, economics or a closely related field AND one (1) year of full-time paid professional finance experience, or its part-time equivalent, in governmental accounting; OR
2. Graduation from a regionally accredited or New York State registered college or university with an Associates degree in accounting, business administration or a closely related field AND three (3) years of full-time paid experience, or its part-time equivalent, as defined in (1); OR
3. An equivalent combination of training and experience as defined by the limits of (1) and (2).

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SENIOR ACCOUNTANT (CITY OF CANANDAIGUA)

MINIMUM QUALIFICATIONS: (Continued)

NOTE: Advanced education degree received, in a program or specific field noted above, will be accepted in lieu of the minimum education noted.

NOTE: Certification as a CPA, CFE, CMA or CIA can substitute for the required experience.

APPROVED: FEBRUARY 16, 1982

REVISED: APRIL 7, 2020

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

CPA = Certified Public Accountant

CFE = Certified Fraud Examiner

CMA = Certified Managerial Accountant

CIA = Certified Internal Auditor

MBA or MPA are not suitable as a substitution for experience because the focus of their studies may not have been on actual accounting, per the appointing authority.