

ACCOUNTANT

Rev. 2/89
Erie County
E-010, F.T.
E-065, P.T.
E-093, R.P.T.
Comp., NC
JG IX, Hrly.
RDS:glk

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for verifying the accounts of County departments and outside agencies. The incumbent maintains general ledgers and journals and other general books of account. In some departments the incumbent supervises a clerical staff and under direction of a higher level administrator is in charge of business office function, such as financial reports, budgeting, supply and purchasing.

TYPICAL WORK ACTIVITIES:

Maintenance of general books according to established account classifications, including general ledgers and journals;
Studies business and accounting procedures and recommends changes;
Balances accounts and ledgers;
Compiles data, prepares and submits periodic reports of the conditions of various accounts;
Examines formally to verify accounts, both internally and those of outside agencies;
Reviews grant awards and audits the claim of grants;
Determines depreciation rates on equipment;
Advises subordinate and administrative personnel in accounting and record keeping procedures;
Prepares financial and statistical reports;
Sets-up and supervises the maintenance of property accounting systems;
Assists in the preparation of budgets;
May supervise clerical staff in business office performing duties relating to processing supply requests, ordering equipment and supplies, budget and financial record keeping, payments and requisitions.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern account-keeping principles and techniques; thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; good knowledge of Federal, State and local legislation theory governing the accounting operations of the agency or department to which assigned; ability to plan and supervise the work of a clerical and account-keeping staff; ability to maintain, advise and install accounting and bookkeeping systems; ability to maintain complete personnel records, activity control records and to prepare detailed reports; ability to communicate effectively, both orally and in writing; ability to understand and follow oral and written instructions; industry and dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's degree in Business Administration or related field including or supplemented by twenty-four (24) semester credit hours in accounting and two (2) years of accounting and/or auditing experience.

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NOTE:

Examples of acceptable experience would be: full-charge bookkeeper,* junior accountant and similar positions.

*Bookkeeper responsible for a full set of financial records including General Ledger and all subsidiaries.

Examples of unacceptable experience are: account-clerical experience and experience limited to posting, maintaining, examining or preparing one or more of the following: voucher register, sales register, cashbook, insurance register, accounts receivable ledger, accounts payable ledger, any other special journal or subsidiary ledger, or experience preparing income tax returns.

Accounting - recording, classifying, verifying, reporting and analysis of financial data.

Auditing - confirmation and documenting the veracity of data.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.