



Accountant

Job Specification
Classification: Competitive
Series: Accounting
Level: 1 of 3

DISTINGUISHING FEATURES OF THE CLASS: This is the first level of the Accounting series. The work involves independent responsibility for performing professional level accounting for the Office of the City Comptroller. The work is carried out in accordance with established accounting systems and procedures and involves maintaining accounting records, preparing reports, and reviewing and reconciling data prior to input into an automated financial system. Work is performed under the supervision of the Deputy City Comptroller with latitude for professional judgment in technical accounting problems. Supervision may be exercised over clerical support staff. Incumbent does related work as required.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Reconcile bank accounts and research discrepancies;
- Prepare, review and enter journal entries to the computerized financial system;
- Reconcile various general ledger accounts;
- Assist with month-end and year-end financial procedures;
- Assist with preparation of annual financial reports;
- Assist in all financial audits;
- Maintain fixed assets to include updating fixed asset management software, maintaining proper supporting documentation of purchases and disposals, conducting inventory of fixed assets, etc.;
- Maintain all budgetary amounts and adjustments in the computerized financial system;
- Maintain pledged collateral analyses for all City bank accounts;
- Assist with budget preparation as required;
- Assist with special projects as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

- Good knowledge of the principles, practices and terminology of general and governmental accounting;
- Good knowledge of computer accounting systems and spreadsheet software;
- Good knowledge of budgeting and the adherence to same;
- Ability to maintain and audit comprehensive accounting records including general journals and ledgers;
- Working knowledge of office terminology, procedures and equipment;
- Ability to prepare and analyze complex financial records, reports and statements;
- Ability to carry out complex oral and written instructions;
- Ability to communicate effectively both orally and in writing;
- Ability to exercise sound judgment and perform with a high degree of accuracy;
- Ability to use a computer and related software applications;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

- (A) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree or higher in accounting or business administration, which must have included or been supplemented by at least 18 credits in accounting; or
- (B) Associate's degree in accounting or business administration, which must have included or been supplemented by at least 18 credits in accounting and 2 years of accounting or financial management experience; or
- (C) An equivalent combination of training and experience as defined by the limits of above.

SPECIAL NECESSARY REQUIREMENT:

None required.

Classification history:

Approved: 2/15/2005

Revised: 3/20/2012

Revised: 7/26/2013