

ACCOUNTANT

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class has responsibility for the performance of complex accounting duties in an office of Ulster County Government. The work is performed according to general guidelines with a minimum of supervision required. Supervision is exercised over the work of account clerical staff as needed. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Prepares financial statements;

Prepares annual reports and other detailed fiscal reports;

Supervises subordinate staff engaged in a variety of account clerical duties;

Identifies cash flow;

May assist in the preparation of the annual county operating budget;

Develops and implements improved accounting procedures and instructs in same;

Monitors expenses against the operating budget, identifies problem areas and reports on same;

Assists in the computerization of financial records;

Advises the department head on a variety of financial administration matters.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern governmental accounting procedures and practices; good knowledge of laws, rules and regulations affecting the operation of an office of county government; good knowledge of appropriation budgeting procedures and practices; working knowledge of the principles and practices of supervision; ability to prepare financial statements and a variety of complex financial reports; ability to communicate and deal effectively with others; thoroughness; dependability; honesty; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Possession of a Bachelor's Degree in Accounting or substantially similar field from a regionally accredited or New York State registered college or university including or supplemented by 18 semester credit hours in accounting and one (1) year of full-time paid post-degree accounting experience.

Accountant

Classification: Competitive

Grade: 15

Union: CSEA

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Revised: April 5, 1993

Revised: July 11, 1995

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