

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: Either:

- A. Possession of a Master's Degree in Accounting or substantially similar field including or supplemented by 18 semester credit hours in accounting; **OR**
- B. Possession of a Bachelor's Degree in Accounting or substantially similar field including or supplemented by 18 semester credit hours in accounting and one (1) year of full-time paid post-degree accounting experience; **OR**

- C. Possession of an Associate's Degree in Accounting or substantially similar field including or supplemented by 18 semester credit hours in accounting and three (3) years of full-time paid post-degree accounting experience; **OR**
- D. Possession of an Associate's Degree in Accounting or related field and four (4) years of full-time paid post-degree accounting experience.

Note: Your degree or college credits must have been awarded or earned by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

ULSTER COUNTY
0040 ACCOUNTANT
Classification: Competitive
0041 ACCT HLP
Classification: Non-Competitive
Grade: 15
Union: CSEA

Adopted: March 13, 1981
Revised: March 17, 1981
Revised: September 7, 1983
Revised: August 10, 1990
Revised: April 5, 1993
Revised: July 11, 1995
Revised: August 5, 2004
Revised: February 18, 2026
Revised: April 20, 2026