

JUNIOR ACCOUNTANT

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class has responsibility for the performance of accounting and auditing tasks of progressive difficulty under the under general supervision of the accounting supervisor or department head. Considerable independent judgment is exercised in technical aspects of the work. May supervise a small number of clerical personnel. 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.

Conducts financial audits and reviews financial operations of county agencies, identifies problem areas and makes specific suggestions to improve fiscal procedures and controls;

May conduct operational audits of county agencies, identifies areas where operation procedures and policies could be made more efficient and makes specific suggestions to implement improvements;

Monitors claims and accounts receivable, may contact funding source on overdue claims or accounts;

May supervise subordinate staff engaged in a variety of account clerical duties;

May help prepare annual budget;

Monitors expenditures against the operating budget, identifies problems and reports on same;

May conduct cost studies to substantiate adjustment to agency charges;

May act as agency liaison with County financial system;

Gathers data for the preparation of the annual operating budget and related analysis;

May prepare State and Federal Aid Claims;

Prepares detailed financial reports and statements;

May prepare detailed operational audit reports containing findings and recommendations;

May instruct staff in accounting principles and procedures.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of modern governmental accounting procedures and practices; working knowledge of laws, rules and regulations affecting the operation of an office of county government; working knowledge of appropriation budgeting procedures and practices; ability to acquire a 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; accuracy; thoroughness; dependability; honesty; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a bachelors degree from a regionally accredited or New York State registered college or university which includes or is supplemented by eighteen (18) semester credit hours in accounting; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with an associates degree which includes or is supplemented by eighteen (18) semester credit hours in accounting and two (2) years of full-time paid post degree accounting experience.

ULSTER COUNTY
3760 JR ACCT
Classification: Competitive
Grade: 13
Union: CSEA

Adopted: December 29, 1981
Revised: September 22, 1983
Revised: August 10, 1990
Revised: December 21, 1993
Revised: February 9, 2004