

## **WAYNE-FINGER LAKES BOCES – MINIMUM SALARY \$29,662**

### **POSITION FOR EDUTECH LOCATED AT THE REGIONAL SUPPORT CENTER – NEWARK**

**Appointment will be made on a Provisional basis, with Permanent appointment following successful qualification in the Civil Service Examination, which will be scheduled at a later date.**

#### **JUNIOR ACCOUNTANT**

**DISTINGUISHING FEATURES OF THE CLASS:** These duties involve the performance of a variety of assignments related to transactions in the office of a City Treasurer or School Superintendent's office. The responsibilities include assisting in the maintenance of and keeping the general ledger; accounting for all revenues received by the agency and assisting in overall charge of books of original entry and subsidiary ledgers for accounts contained in the general ledger. The work is distinguished from positions in the Account Clerk series by reason of its complexity and the need to employ technical accounting skills. The work is performed under the direct supervision of the City Treasurer or School Treasurer. The position does not involve regular continuing supervision of others. Does related work as required.

#### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

Responsible for assisting in the maintenance of the general ledger, serving as a central record and control on a number of individual accounts;  
Assists in the maintenance of ledgers on individual accounts, totals of which are contained in the general ledger;  
Assists in the charge of books of original entry such as general journal, cash journal, etc.;  
Assists in the preparation of financial reports of balance of the appropriation accounts for all Departments;  
Assists in the preparation of the annual financial report to the State Comptroller;  
May assist in the maintenance of financial records for special programs that are supported by funds from the State and Federal governments;  
May perform incidental typing and data entry, as needed to perform the duties of the position.

#### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of modern accounting principles and practices as related to City or school government; familiarity with organization and functions of City or school government; ability to prepare and maintain accounting records and reports; ability to operate modern office equipment; ability to learn and use various computer software programs; ability to get along well with others; resourcefulness in applying accounting procedures and practices to problems encountered in work; good accounting judgment; mental alertness; neatness; a high degree of accuracy; integrity; tact and courtesy; physical condition commensurate with the demands of the position.

#### **MINIMUM QUALIFICATIONS:** EITHER:

1. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree, or higher, in business administration, accounting or other closely related field structured to prepare individuals for accounting work, AND six (6) months of full-time paid experience, or its part-time equivalent, in accounting or auditing of financial records, which must have involved the use of double entry books; OR
2. Graduation from high school or possession of a high school equivalency diploma AND two (2) years of full-time paid experience, or its part-time equivalent, as described in (1) above; OR
3. An equivalent combination of experience and training as defined in (1) and (2) above.

**CIVIL SERVICE CLASSIFICATION: COMPETITIVE**