

# GENEVA HOUSING AUTHORITY

## POSITION OPENING for

### ACCOUNTANT I

#### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for planning, implementing and monitoring accounting and fiscal management functions in a department. The incumbent in this position analyzes and monitors program funds, grants and expenditures; develops accounting systems; furnishes periodic financial reports; completes the payroll reports. The work is performed under the general supervision of a department head or higher level administrator with leeway allowed for the exercise of independent judgment in carrying out details of the work. Routine supervision of accounting staff is a responsibility of this position. Does related work as required.

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

Good knowledge of the principles, practices and terminology of governmental accounting; good knowledge of financial administration including budgeting, purchasing and reporting; good knowledge of office terminology, procedures, equipment and business English; ability to develop and maintain accounting systems; ability to prepare and analyze complex financial records, reports and statements; ability to communicate effectively both orally and in writing; ability to operate a personal computer and utilize specialized accounting office software programs; ability to perform close, detail work involving considerable visual effort and concentration; physical condition commensurate with the demands of the position.

**TARGETED START DATE:** December 1, 2021

**SALARY RANGE:** \$52,832—\$64,074 (w/8 steps)

**SPECIAL NOTE:** This is a provisional appointment pending the results of a NYS Civil Service Examination. Date to be determined.

Applications are available and must be submitted to the Ontario County Dept. of Human Services, 3019 County Complex Drive, Canandaigua, NY 14424.



Please visit: <http://Ontariocountyny.gov/94/Human-Resources>

