

# Wayne-Finger Lakes BOCES Vacancy

The starting salary for the position will be \$39,315 with ending salary based on experience and abilities.

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.

## ACCOUNTANT I

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, implementing and monitoring accounting and fiscal management functions in a department or agency. The incumbent in this position analyzes and monitors program funds, grants and expenditures; develops accounting systems; furnishes periodic financial reports; completes 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.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises day-to-day activities to ensure proper accounting procedures are followed;  
Develops, revises and implements accounting systems and procedures to provide complete and accurate accounting for a department's or funds financial transactions;  
Prepares financial reports required by State laws and local rules detailing claims and expenditures;  
Performs cost and budget analyses, financial forecasting feasibility studies and other accounting tasks to aid in program efficiency and effectiveness;  
Verifies that funds are available from appropriate accounts to cover all expenditures;  
Maintains ledger and journal accounts and balances and reconciles bank statements and accounts;  
Prepares periodic fiscal and statistical statements and reports for department use, or submission to State and Federal agencies;  
Maintains the integrity of the financial records in the agency financial management system, setting up new accounts in the chart of accounts, running month-end and year-end closing process and verifying the integrity of month-end and year-end system balances;  
Assists the department head in the preparation of service contracts by collecting and preparing statistical reports;  
Assists the department head in the preparation of the annual operating budget and application for grants by compiling and analyzing financial data;  
Advises and consults with department head and other staff on current fiscal and reporting requirements and control of expenditures;  
Coordinates and assists in the preparation of the annual financial report for the Office of State Comptroller;  
Uses electronic data base to make financial inquiries, maintain records and make financial analyses;  
Creates complicated charts and graphs to be used for creating budgets and financial reports for the department head, governing body, auditors and/or outside agencies.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles, practices and terminology of accounting; good knowledge of financial administration including budgeting, purchasing and reporting; good knowledge of modern 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 common office software programs; ability to perform close, detail work involving considerable visual effort and concentration; physical condition commensurate with the demands of the position.

ACCOUNTANT I

MINIMUM QUALIFICATIONS: Either:

1. Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in accounting, business or public administration, economics or a closely related field AND one (1) year of full-time paid accounting or auditing experience, or its part-time equivalent, involving the maintenance or auditing of double entry books of a business, including the general ledger, OR in the maintenance of governmental agency books involving appropriation accounting and the preparation of budget and financial reports; OR
2. Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in accounting, business administration or a closely related field AND three (3) years of full-time paid experience, or its part-time equivalent, as defined in (1); OR
3. An equivalent combination of training and experience as defined by the limits of (1) and (2).

NOTE: Advanced education degree received, in a program or specific field noted above, will be accepted in lieu of the minimum education noted.

NOTE: Certification as a CPA, CFE, CMA or CIA can substitute for the required experience.

REVISED: 10/21/10, 4/16/19

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

CPA = Certified Public Accountant

CFE = Certified Fraud Examiner

CMA = Certified Managerial Accountant

CIA = Certified Internal Auditor

MBA or MPA are not suitable as a substitution for experience because the focus of their studies may not have been on actual accounting, per the appointing authority.