

## Geneva Housing Authority – Vacancy

Salary Range: \$56,064 - \$70,980/yr

Candidate will be initially appointed on a provisional basis pending a civil service exam to be held at a later date.

### ACCOUNTANT I

#### MINIMUM QUALIFICATIONS: Either:

1. Possession of a Bachelor's degree, or higher, 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. Possession of 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 described in (1); OR
3. An equivalent combination of training and experience as defined by the limits of (1) and (2).

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

SPECIAL NOTE: EDUCATION: Your degree must have been awarded 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.

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;

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ACCOUNTANT I

TYPICAL WORK ACTIVITIES: (Continued)

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.

REVISED: 10/21/10; 4/16/19; 8/29/22; 5/12/23

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.