

## **ACCOUNTANT**

**JOB CODE:** 2032  
**DEPARTMENT** Tioga County – Treasurer's Office  
**CLASSIFICATION:** Competitive  
**SALARY:** Management/Confidential  
**ADOPTED:** 10/02; revised 12/13; 8/15; 01/01/20; Tioga Co. Personnel & Civil Service

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves the responsibility for maintaining the accounting records and transactions of a governmental agency according to established accounting procedures and practices. The incumbent oversees financial transactions, prepares reports and fiscal analyses. The work is distinguished from positions in the Account Clerk series by reason of its complexity and the need to employ technical accounting skills and professional judgment. Work is performed under direct supervision of the Chief Accountant. Does related work as required.

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

- Responsible for maintaining the general ledger serving as a central record and control on a number of individual accounts;
- Maintains subsidiary ledgers on individual accounts, totals of which are contained in the general ledger, including detailed schedules;
- Prepares and analyzes financial reports of balances of the appropriation and revenue accounts for all departments;
- Assists in the reconciliation of monthly bank accounts, proper collateral balances and preparation for year-end independent audit;
- Prepares all records, payments, and documentation of historical data for audit;
- Assists the Chief Accountant with the collection of data, analyzing fund balances and transfers, preparation of the annual financial report to the State Comptroller, and year-end close out compilation;
- Responsible for accounting functions associated with special programs and grants supported by funds from the State and Federal governments;
- Assists in the reconciliation of monthly bank accounts, proper collateral balances and preparation for year-end independent audit;
- Reconciles various journal entries;
- May audit the cash flow and the receipt records of individual departments of revenue streams and financial control testing and corrections;
- Assists in the preparation and auditing of external agencies including the verification of occupancy tax collections;
- Assists in the preparation of audits conducted by various external agencies.
- May assist in the collection of data and provide input for budget preparation;
- May assist in developing new and/or existing accounting procedures;
- May assist with implementing accounting software packages

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of modern accounting principles and practices as related to governmental agencies; good knowledge of various accounting software packages; good accounting judgment; ability to prepare and maintain accounting records and reports; resourcefulness in applying accounting procedures and practices to problems encountered in work; ability to analyze accounting records and financial statements and to draw logical conclusions; ability to write clear and accurate reports and summaries; ability to establish and maintain successful relationships with people; physical condition with the demands of the position.

2. Accountant

**MINIMUM QUALIFICATIONS: Either:**

- a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Accounting, Finance, Business Administration or closely related field; **OR**
- b) Graduation from a regionally accredited or New York state registered college or university with an Associate's degree in Accounting, Finance or Business Administration and two (2) years full-time work experience (or it's part-time equivalent) in accounting or auditing experience of a business involving the maintenance of double-entry books; **OR**
- c) Graduation from high school or possession of a general equivalency diploma and four (4) years of full-time work experience (or it's part-time equivalent) as described in (b) above.