

PRINCIPAL ACCOUNTANT

Department: Comptroller
Classification: Competitive
Specification Number: 1550
Approved: 3/4/22
Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's degree, which includes twenty-four (24) credits in accounting and six (6) years of experience as an accountant.

NOTES:

Bookkeeping experience will NOT be credited toward meeting the above minimum qualifications.

Possession of a New York State License as a Certified Public Accountant may be substituted for two (2) years of experience as an accountant.

PROMOTIONAL

Two (2) years of permanent competitive status as a Senior Accountant.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class directs the operations of the accounting unit, authorizes payments, maintains accounting and statistical records and processes payrolls and checks. The position includes responsibility for the development of accounting systems and methods for departmental financial operations. Work is performed under the general supervision of the Town Comptroller or Deputy Town Comptroller and is reviewed through observations, consultations and review of reports. Does related work as required.

TYPICAL WORK ACTIVITIES

Directs all accounting operations and supervises a staff of clerical and technical personnel engaged in reviewing and processing authorizations for payment;

Maintains statistical records; prepares claims for reimbursement;

Maintains ledgers on the transactions of the department;

Receives and records moneys for reimbursement and restitution of public funds;

Develops and supervises the installation of new accounting systems and procedures pertinent to the operations of the department;

Works with data processing personnel to develop and improve automated accounting systems;

Interprets new regulations, procedures and requirements as promulgated by the county, state and federal government;

Assists the Comptroller or other Department Heads in compiling, preparing and coordinating their budgets.

Assists the Comptroller or other Department Heads in pre-paring annual financial reports to the state.

Prepares statements of operational and maintenance costs for the department.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of the principles and practices of accounting and the ability to apply this knowledge to work situations; thorough knowledge of the laws, rules and regulations relating to the administration of the accounting function of a Comptroller's Department; good knowledge of the adaptabilities and limitations of data processing equipment to accounting operations; ability to analyze and evaluate accounting problems and to

develop pertinent accounting and related systems; ability to prepare complete and accurate accounting reports and statements of considerable complexity; ability to plan, assign, and direct the work of a staff in a manner conducive to full performance and high morale; ability to keep complex records, to assemble and organize data, and to prepare reports from such records; ability to express oneself clearly and concisely, both orally and in writing; physical condition commensurate with the demands of the position.