

# SENIOR ACCOUNTANT

Department: Comptroller  
Classification: Competitive  
Specification Number: 1540  
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 four (4) 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 an Accountant.

## DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs professional accounting work in maintaining accounting records, preparing reports and assisting in establishing new accounting systems and methods for the Comptroller's department. Supervision is exercised over a number of professional and clerical employees engaged in maintaining financial and accounting records. Work is performed under the general supervision of a Principal Accountant or the Deputy Comptroller and is reviewed through periodic audits of records, observation and review of reports. Does related work as required.

## TYPICAL WORK ACTIVITIES

Plans, assigns, and supervises the work of professional and clerical employees involved in recording accounting transactions, maintaining and reconciling journals, ledgers, and other record books, and in preparing periodic fiscal statements and reports;

Assigns work to professional and clerical personnel and reviews work for accuracy;

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

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

Assists in the preparation of the annual budget.

## KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of accounting principles and procedures and the ability to apply such knowledge to accounting transactions; good knowledge of the general principles of public finance administration including budgeting and reporting; ability to prepare complete and accurate accounting reports and statements of considerable complexity; good knowledge of office practices, methods and procedures and ability to maintain an efficient office system; ability to assign and supervise the work of an accounting and clerical staff in a manner conducive to full performance and high morale; ability to rapidly acquire considerable knowledge of the legal, administrative and procedural regulations applicable to the Comptroller's Department; good knowledge of electronic data processing as applied to accounting; ability to perform detailed work, involving written and

**numeric data and to make arithmetic calculations rapidly and accurately; physical condition commensurate with the demands of the position.**