

ACCOUNTANT III

DISTINGUISHING FEATURES OF THE CLASS: This is professional and supervisory work of a complex nature which involves the responsibility for the maintenance and/or auditing of a department's accounting operations. The work involves a high degree of independent judgment and advanced accounting knowledge within established policies and procedures. Duties involve managing fiscal operations such as payroll, accounts payable, financial reporting and control, grants and contract management, budget preparation and other related fiscal activities. The work is performed under the general supervision of a higher-level administrator or their designee. Supervision is exercised over lower-level accountants and/or direct report staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises lower-level accountants and staff involved in the implementation of accounting procedures, which includes providing guidance, answering questions, providing training, etc.;

Oversees the daily operation of a unit involved in accounts payable, accounts receivable, maintenance of complex automated accounting records, preparation of financial statements and reports, cost and statistical statements, studies and forecasts;

Monitors and controls the expenditure of funds to ensure cost control within allocated accounts and recommends the transferal of funds as needed;

Provides professional and technical advice and assistance within the framework of established accounting principles, theories, concepts and practices and current regulatory requirements;

Interprets accounts/records, State and local policy as well as regulations to management;

Participates in the formulation of accounting policies in consultation with the department head or designee;

Supervises and participates in the preparation of fiscal financial reports (e.g., cost reports and allocations) required by various State agencies;

Records billing for fringe benefit chargebacks;

Prepares schedules and financial statements required in the annual year-end closing process;

Prepares full disclosure reports as required for borrowing purposes;

Supervises and/or participates in the maintenance of all accounting books of record required;

Participates in the preparation of departmental budgets by reviewing budget submissions made by various units providing recommendations, when appropriate;

Performs management reviews and operational audits, including audits of the department's fiscal procedures;

Participates in the modification of existing accounting or auditing systems, methods and procedures to meet departmental and reporting requirements;

Acts as liaison with other departments and agencies;

Develops and oversees systems in order to ensure maximum accountability, as well as management of State and Federal reimbursement;

May participate directly or indirectly with the preparation of annual applications, (e.g., State aid, grant budgets and supplemental vouchers for reimbursement);

May design or assist in the design of account-keeping systems or recommends changes to existing account-keeping systems.

(over)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of accounting and auditing principles, practices and techniques, particularly as they relate to governmental fiscal operations; good knowledge of the fiscal management of departmental operations; good knowledge of the application of data processing to fiscal record-keeping and control; good knowledge of Federal reimbursement and chargebacks; good knowledge of departmental budgeting and the adherence to same; good knowledge of office terminology, procedures and equipment; ability to maintain and audit comprehensive accounting records including general journals and ledgers; ability to prepare complex financial and audit reports; ability to understand and interpret complex written and tabular materials; ability to supervise the work of others; ability to communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher in Accounting, Finance or Business Administration which included or was supplemented by twenty-four (24) credits in Accounting and four (4) years of professional or governmental accounting experience, at least one (1) year of which included supervisory or managerial experience.

NOTE: Certification as a Public Accountant by the State of New York may be substituted for two (2) years of the professional or governmental accounting experience.

PROMOTION: Two (2) years of permanent status as an Accountant II.