

ACCOUNTANT IV

DISTINGUISHING FEATURES OF THE CLASS: This is professional and supervisory work of a complex nature which involves the responsibility for supervising day-to-day accounting activities and for performing complex accounting and auditing functions. The work requires making independent, effective professional-level recommendations and decisions. Duties involve managing and overseeing 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 direction of a higher-level administrator. Supervision is exercised over professional accountants and lower-level account-keeping personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

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

Supervises 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;

Performs management reviews and operational audits, including audits of departments' fiscal procedures;

Implements policies and procedures to ensure compliance with regulatory requirements;

Acts as a liaison with departments and agencies and provides recommendations when needed;

Reviews and prepares financial reports and operating statements in accordance with accounting principles and provides recommendations to higher-level staff to better analyze and develop solutions for internal and external operations and reporting requirements;

Reviews and prepares detailed records or supporting schedules including accounts payable, accounts receivable, payments, collections, fixed assets, etc. and performs reconciliations between general ledgers and subsidiary ledgers;

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

Reviews, prepares and participates in accounting operations such as balancing and posting expenditures, revenues and journal entries to general ledgers;

Monitors, records, reviews and reports on accounting operations and general ledgers;

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

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

Develops and/or implements cost methods to analyze and produce reports on service and program costs;

Develops and oversees systems to ensure maximum accountability, as well as management of State and Federal reimbursement and all revenue sources;

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

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; thorough knowledge of the fiscal management of departmental operations; thorough knowledge of the application of data processing to fiscal record-keeping and control; thorough knowledge of federal reimbursement and chargebacks; thorough knowledge of departmental budgeting and the adherence to same; thorough 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.

(over)

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher in Accounting, Finance, Business Administration or comparable degree which included or was supplemented by twenty-four (24) credits in Accounting and five (5) years of paid professional* or governmental accounting work experience, at least two (2) years 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 paid professional or governmental accounting work experience.

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

*Professional accounting experience is defined as work applying accounting principles to analyze, organize, and report financial information. This includes preparing or reviewing financial statements, reconciling accounts, auditing, or performing financial analysis. Experience must involve independent judgment and responsibility for accuracy; routine clerical or recordkeeping tasks alone do not qualify.

R.C.D.P. (04.09.2025) 04.10.2026
Competitive

03.13.2026 New York State Civil Service approved Non-competitive title in the NYS HELPS Program.