

## **ACCOUNTANT III**

**DISTINGUISHING FEATURES OF THE CLASS:** This is supervisory and professional work of a complex nature which involves 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. This class is distinguished from Accountant II by the scope and complexity of work, as well as the authority to make independent decisions within prescribed policies and procedures. The work is performed under the general supervision of the department head or his/her designee. Supervision is exercised over lower-level accountants and/or direct report staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Reviews and oversees the work of lower-level accountants and staff and provides coaching and development as required;

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 reports as well as financial reports (i.e., cost reports and allocations) required by various State agencies;

Records billing for fringe benefit chargebacks;

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 the department's budgets by reviewing budget submissions by various units and making 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 and State and Federal reimbursement;

May participate directly or indirectly with the preparation of annual applications, (i.e, 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.

### **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 office terminology, procedures and equipment; good knowledge of departmental budgeting and the adherence to same; good knowledge of Federal reimbursement and chargebacks as they relate to local physical, mental and rehabilitative facilities; 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 difficult written and tabular materials.

(over)

**MINIMUM QUALIFICATIONS:**

1. Possession of a Bachelor's degree which included or was supplemented by twenty-four (24) semester credit hours in Accounting and four (4) years of municipal accounting experience, at least one (1) year of which included supervisory experience; or
2. Possession of a Bachelor's degree which included or was supplemented by twenty-four (24) semester credit hours in Accounting and five (5) years of diversified general accounting experience, at least one (1) year of which included supervisory experience and, in addition, completion of a college-level course in governmental or fund accounting or one (1) year of experience which included governmental or fund accounting. (This latter requirement may be part of the general five (5)-year experience requirement).

**NOTE:** Certification as a Public Accountant by the State of New York may be substituted for two (2) years of either the general or municipal accounting experience requirement.

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