

## **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 functions. The work differs from an Accountant III by the diversity of functions, the degree of independent judgment exercised and the complexity of assignments. The work requires making independent, effective professional-level recommendations and decisions. The work is performed under the general supervision of a higher-level administrator and supervision is provided to professional and account-keeping personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Supervises the work performed by accounting staff, which includes assigning and reviewing work, providing training, answering questions, providing guidance, etc.;

Acts as a liaison between county departments regarding accounting functions;

Prepares correspondence and meets with all departmental accounting personnel regarding accounting functions;

Reviews and prepares financial reports and operating statements in accordance with accounting principles, and provides recommendations to higher-level staff in order 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 receivables, payments, collections, fixed assets, etc. and performs reconciliations between general ledgers and subsidiary ledgers;

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 funds;

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

Reviews a variety of financial information for completeness and accuracy;

Prepares the monthly analysis of cash position regarding Rockland County monies on deposit and may provide recommendations concerning such deposits.

### **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 office terminology, procedures and equipment; 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; good knowledge of departmental budgeting and the adherence to same; 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, Business Administration, or comparable curriculum and five (5) years of professional accounting experience, at least two (2) years of which included supervisory or managerial experience as a major portion of the work.

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

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Competitive