

ACCOUNTING ASSISTANT (RECORDS)

DISTINGUISHING FEATURES OF THE CLASS: This is specialized clerical work involving responsibility for performing a variety of activities pertaining to the receipt, disbursement, allocation and reporting of taxes and miscellaneous fees (e.g. mortgage tax, transfer tax, recording fees) administered by the Department of Records. The work is performed under the direction of a Deputy County Clerk and supervision is provided to other staff. Does related work as requested.

TYPICAL WORK ACTIVITIES:

Collects and reconciles funds collected by the Department of Records and balances with daily bank balance report;
Balances real estate transfer tax reports with the daily account balance;
Processes orders of refunds from the New York State Department of Taxation and Finance;
Allocates apportionments of funds from other counties;
Notifies town assessors regarding certificates of valuations for mortgage tax apportionments;
Enters mortgage tax distribution and notifies other counties regarding distributions;
Calculates interest and enters same into system;
Prepares a variety of reports, as required (e.g. real estate transfer tax report; allowance report, cultural education and court fees report, New York State mortgage tax, etc.);
Supervises the activities of staff involved in the allocation of taxes and charges;
Uses computerized applications or other automated systems such as spreadsheets, word processing, e-mail database software, etc. in performing work assignments;
Completes special projects, as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of business practices, procedures and terminology, especially those applicable in a municipal agency; good knowledge of business arithmetic; good knowledge of record keeping practices; ability to understand and carry out moderately difficult oral and written instructions; ability to prepare a variety of structured financial reports; ability to establish and maintain effective working relationships with others; ability to supervise the work of others; ability to use computer applications in the performance of work assignments*.

MINIMUM QUALIFICATIONS:

1. Graduation from high school or possession of an equivalency diploma and four (4) years of experience in a municipal (e.g. Federal, State, local) office that substantially involved accounting, bookkeeping, billing, payroll or comparable duties; or
2. An Associate's degree or equivalent college credits (a minimum of sixty (60) credits) that included or was supplemented by a minimum of nine (9) credits in Accounting, Finance, Business Administration, or comparable curriculum, may be substituted for two (2) years of the required experience.
3. A Bachelor's degree in Accounting, Finance, Business Administration or comparable curriculum shall be deemed fully qualifying.

*To be demonstrated during the probationary period.