

ACCOUNTING SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is specialized technical accounting work involving responsibility for the performance of a variety of financial activities in support of a municipal fiscal function. The work is performed under the direction of a professional-level accountant or financial manager. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares analyses of past and present departmental operations, trends in funding and reimbursement, program costs, estimated revenues, actual revenues and expenditures, etc. primarily in order to provide information needed for financial forecasting and planning as well as budget management;

Estimates budget expenditures and revenues by reviewing and analyzing records including historical data;

Prepares reports to substantiate federal and New York State claims for reimbursement for departmental costs, including but not limited to salaries, operating costs, and client benefits and services;

Prepares financial statements and fiscal reports by gathering and organizing appropriate supporting data;

Monitors local and New York State budgetary allocations and actual expenditures;

Verifies posting of revenues and expenditures to general ledger;

Maintains accounts and records in various account-keeping activities;

Uses computer applications and other automated systems (e.g. spreadsheet, word processing, email, database software) in the completion of assignments;

Performs special assignments and completes special projects, as directed;

May provide guidance or supervision to others, when assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of business practices, procedures and terminology applicable to municipal fiscal operations; good knowledge of business arithmetic; working knowledge of accounting principles, practices and procedures; ability to maintain financial records and prepare clear, accurate reports; ability to understand and carry out written instructions, especially federal, New York State and local regulations and guidelines; ability to prepare reports; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with others; ability to use computer applications and other automated systems in the completion of assignments.

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher that included or was supplemented by twenty-four (24) credit hours in Accounting shall be deemed fully qualifying.

*To be demonstrated during the probationary period.