

TOWN ACCOUNTANT

DISTINGUISHING FEATURES OF THE CLASS: This is professional accounting work involving responsibility for the development, maintenance and auditing of a town's financial records. Work is performed under general supervision of the Town Supervisor and/or Town Board, permitting considerable leeway for the exercise of independent judgment. Supervision may be exercised over the work of paraprofessional and clerical employees. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Maintains a double entry account system of appropriations and expenditures;
Verify and reconciles all bank accounts;
Prepares periodic financial reports;
Maintains control on cash and investments;
Prepares and submits reports to the Town Supervisor or Town Board as required;
Participates in Town Board meetings and any special financial meetings as necessary;
Prepares and submits financial and tax reports as may be required by state and federal government agencies;
Maintains budgetary controls on receipts and expenditures;
Negotiates for loans for the town for the best time length and interest rates;
Prepares or assists in the preparation of the annual town budget;
Ensures that all lawful claims and charges are paid;
May participate in union contract negotiations on behalf of the town;
Performs a variety of related activities as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern accounting principles, procedures, terminology, reports and records, particularly as they relate to governmental accounting; thorough knowledge of office terminology, procedures and practices; ability to prepare and analyze complex statistical and financial reports; ability to understand and carry out complex oral and written instructions; ability to establish and maintain effective working relationships; initiative; integrity; tact; courtesy.

MINIMUM QUALIFICATIONS: Either

a) Bachelor's Degree including or supplemented by the completion of twenty-four (24) credit hours in accounting and two (2) years of full-time paid accounting and/or auditing experience maintaining or auditing double entry books of a business, including general ledger or in municipal accounting; or

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- b) Six (6) years of full-time paid accounting and/or auditing experience maintaining or auditing double entry books of a business including the general ledger; or
- c) Six (6) years municipal accounting and/or auditing experience; or
- d) An equivalent combination of education and experience as indicated in a), b) and c) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SUBSTITUTION NOTE: Post-secondary level education may be substituted for up to four (4) years of the required experience indicated above on the basis of thirty (30) college credits per year of experience.