

## VILLAGE ACCOUNTANT

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

TYPICAL WORK ACTIVITIES: (Illustrative only)

Prepares and processes payroll, accounts payable and other general ledger transactions for the Village;  
Prepares financial statements and tax reports as required for submittal to state and federal government agencies and to meet audit requirements;  
Maintains all Village financial records and accounts, including but not limited to appropriations, receipts and expenditures, verification/reconciliation of bank accounts, management of cash and investments,  
Maintains budgetary control over expenditures and communicates about budgetary concerns with Village Mayor and Village Board, as needed;  
Compiles and prepares financial and related reports as requested for submittal to Village Mayor and Village Board;  
Participates in Village Board meetings and special financial meetings as necessary;  
Negotiates for loans for the Village, as needed;  
Prepares or assists in the preparation of the annual Village budget;  
Ensures that all lawful claims and charges are paid;  
May participate in union contract negotiations on behalf of the Village;  
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 maintain and audit comprehensive accounting records including general journals and ledgers; ability to prepare closing entries and financial statements and reports; ability to understand and carry out complex oral and written instructions; ability to establish and maintain effective working relationships; initiative; integrity; tact; courtesy.

VILLAGE ACCOUNTANT (cont'd)

MINIMUM QUALIFICATIONS:

Bachelor's Degree in accounting and six (6) years paid accounting and/or auditing experience maintaining or auditing double entry books of a business, including general ledger, or in municipal accounting.

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 one (1) year of the required experience indicated above on the basis of thirty (30) college credits per year of experience.