

JUNIOR ACCOUNTANT

DISTINGUISHING FEATURES OF THE CLASS: This is a beginning level accountant position that involves the responsibility for the maintenance of a complete set of double entry records including books of original entry through general ledger and all corresponding subsidiary records. Supervision is received from the Fiscal Manager. May supervise lower level account clerical employees. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)
Maintains accounts and records for receivables, disbursements and purchase orders;
Analyzes all general ledger account balances monthly;
Prepares and updates daily cash flow reports;
Prepares periodic financial statements and budgetary forecasts;
Assists in the preparation of the annual financial report;
Prepares regular and special statistical reports for the Fiscal Manager as well as for various state and federal agencies.
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND

PERSONAL CHARACTERISTICS: Good knowledge of accounting principles, practices and techniques particularly as they relate to governmental accounting; good knowledge of office terminology, procedures, routines and equipment; ability to maintain cash and general ledgers, and to prepare financial statements and reports; ability to understand and interpret written and tabular instructions; good judgment; initiative; integrity.

MINIMUM QUALIFICATIONS:

- a) Bachelor's degree in accounting or business administration; or
- b) Associate's degree in accounting or business administration and two (2) years experience in double entry accounting; or
- c) An equivalent combination of training and experience as indicated in a) or b) 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.