

SENIOR ACCOUNTING CONTROL SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this class is responsible for coordinating, organizing and performing difficult account keeping procedures to ensure the efficient and continued workflow of financial operations. The incumbent functions within a complex automated financial systems environment and is responsible for reconciling accounts, auditing invoices and accounting records, reviewing automated transactions, preparing activity reports, and directing billing procedures. Work is performed under established procedures with considerable leeway allowed for independent action. This class is distinguished from Accounting Control Specialist because it involves more complex accounting, compliance and reporting functions associated with grant application, preparation and auditing, specifically, but not limited to, grant activity for the Aids Care Program. Duties also include providing technical advice and assistance to departmental personnel, grant sources, and regulatory agencies regarding the status and maintenance of financial records and accounts and grants. Incumbents may function in a lead capacity or may supervise clerical support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Oversees account audits and reconciliation of complex and extensive ledger and control accounts maintained on an automated system with multiple user access, complicated entries, and varying reconciliation procedures;

Reviews and controls automated transactions on a daily basis to ensure accurate processing of accounting operations;

Prepares and submits vouchers, corrects and reconciles accounts as required;

Reviews and maintains account balances, cash receipts, disbursements and journal entries;

Oversees and directs the Aids Care Program's fiscal operations and liabilities, including grant funding, disbursements and monitoring;

Prepares and submits required financial reports;

Participates in the A133 Audit process;

Participates in the monitoring and control of expenditures to ensure cost control within allocated cost accounts;

Recommends transfer of funds as needed in accordance with terms of grant administration;

Advises departmental personnel of the status of accounts and recommends actions, such as account transfers, to meet anticipated contingencies;

Prepares activity reports and related informational reports to communicate the status of daily activities and anticipated needs;

Maintains complex filing systems, billing systems, cost studies and other related functions in the collection of fees or reimbursement of services;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Reports the status of and problems involved with current activities to supervisors and participates in the planning and formulation of solutions to improve upon procedures or alleviate operating problems;

Participates in the preparation of the annual budget;

May direct, train, evaluate and assist subordinate clerical personnel in their work or assist superiors in these activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern account keeping principles and procedures; good knowledge of automated accounting systems used in collecting money and maintaining financial records; ability to perform complicated account analyses; ability to perform arithmetical calculations accurately and quickly; ability to follow complex instructions; ability to be attentive to considerable detail; ability to function effectively within specific automated accounting systems and to observe, differentiate and manipulate various alphanumeric coded transactions; ability to work within prescribed time limitations; ability to establish and maintain effective working relationships; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; initiative; integrity; tact; accuracy; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and seven years of experience where the primary function of the position was financial recordkeeping or bookkeeping experience, two years of which must have been in an automated accounting systems environment and which must have involved auditing financial records and preparation of specialized reports.

SUBSTITUTIONS: Satisfactory completion of 30 credits* may be substituted on a year for year basis for each year of the above stated experience, but must have included at least six credits in accounting, finance or mathematics. Candidates must also have at least one year of the specialized experience.

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