

JUNIOR ACCOUNTANT

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a higher level position, an incumbent of this class performs moderately complex accounting and auditing work including the preparation of financial statements and analyses, in accordance with standard professional accounting procedures. Incumbents maintain financial records either manually or by using various computer applications and programs. This position is distinguished from that of Accountant in that it is an entry-level position and does not perform the same level of varied and complex assignments as assigned to the Accountant. The incumbent may act as lead worker and/or give technical assistance to other personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Maintains control of budget appropriations and audits all revenues and disbursements by the jurisdiction;

Receives, records and deposits all revenues coming into the accounting section;

Examines records for compliance to standard accounting procedures and maintains cost account ledgers and records;

Assists in the preparation of monthly and annual budget statements;

Audits and enters claims for service;

Codes revenues and disbursements for entry in automated books of account;

Assists in assembling and analyzing financial and statistical information for use in reports or other studies;

Takes trial balances using automated systems;

Prepares accounting data for service bureau or data processing section when necessary;

Makes bank deposits and reconciliation;

May assign and supervise the work of account clerks and/or other clerical employees involved in the work;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in the performance of the job.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern accounting principles and practices; working knowledge of office procedures and practices; ability to prepare, maintain and audit financial and statistical records; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; ability to follow complex oral and written directions; ability to work well with others; initiative; resourcefulness; honesty; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: An Associate's Degree* in Accounting, Business Administration, Finance or a closely related field, which must have included a minimum of 15 credits in Accounting, and two (2) years work experience where the primary function of the position was accounting, auditing or bookkeeping.

SUBSTITUTION: A Bachelor's Degree* or Master's Degree* in Accounting, Business Administration, Finance or a closely related field, including a minimum of 15 credits in Accounting, may be substituted for the two years work experience described above.

*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Towns, Villages, Special Districts,
Cities of Rye and Peekskill,
School Districts
J.C. Competitive
1j

Job Class Code: 0706 (Municipalities)
S706 (School Districts)