

ADMINISTRATIVE ACCOUNTANT**Duties and Responsibilities**

This is a management class of positions with several assignment levels. The following are typical assignments within this class of positions. All personnel perform related work.

Under direction, with much latitude for independent action or decision, directs and administers the activities of an accounting division or equivalent organizational unit with an accounting or financial function. Devises methods and procedures, plans, assigns, supervises, reviews and coordinates the work of subordinate accounting and clerical staff; supervises and participates in the preparation of periodic budgetary reports, financial reports, and other related accounting reports of a complex nature; develops audit procedures, forms, techniques and systems for the maintenance of fiscal controls and statistical records; participates in preparation and revision of accounting manuals and instructions; makes recommendations regarding departmental policy; conducts or participates in hearings or conferences with all levels in or out of government relating to the functions of the division or unit; supervises and participates in operational auditing, financial forecasting and feasibility studies; or assignments equivalent to those described.

Under direction, with great latitude for the exercise of independent judgment, heads an accounting bureau responsible for the execution of accounting programs and projects involving, for the most part, normal accounting principles, practices, and related problems; may serve as consultant on important, difficult and unusual problems; with general instruction, may represent or testify for the agency on important accounting matters, before boards, commissions, civic groups, legislative bodies, or other organizations; or assignments equivalent to those described.

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ADMINISTRATIVE ACCOUNTANT (continued)Duties and Responsibilities (continued)

Under direction, with great latitude for the exercise of independent judgment, heads an accounting bureau responsible for the execution of accounting programs and projects involving, for the most part, accounting principles, practices, and related problems which are extraordinary in one or more of the following characteristics: scope and complexity, or requirements of professional competence and creativity, in the design of original, or basic revision of, major accounting systems or programs for the solution of important technical accounting problems where precedent is absent or unclear, or to meet new and very important situations, conditions and problems, or major impact on community relations and other important projects; may act as a consultant to or represent the agency head in high level conferences and negotiations; may perform research or supervise a unit engaged in research on important, difficult and unusual financial, accounting and related problems which are extraordinary in one or more of the characteristics of size and complexity, or requirements of professional competence and creativity, or major impact on the community and other important projects; or assignments equivalent to those described.

Under general direction, with the widest latitude for the exercise of independent judgment, serves as a chief accountant of an agency with important accounting activities which involve, for the most part, normal accounting principles, and related problems; serves as the deputy chief accountant of an agency with major accounting activities which are of extraordinary size and complexity, or which require extraordinary professional competence and creativity, or which have extraordinary impact on the community or on other important projects; or assignments equivalent to those described.

Under general direction, with the widest latitude for the exercise of independent judgment, serves as chief accountant of an agency with major accounting activities which are of extraordinary professional competence and creativity, or which have extraordinary impact on the community and other important projects; or assignments equivalent to those described; performs related work.

ADMINISTRATIVE ACCOUNTANT (continued)

Qualification Requirements

1. A baccalaureate degree from an accredited college including or supplemented by 24 credits in accounting, including one course each in advanced accounting and auditing and four years of satisfactory full-time professional accounting or auditing experience, at least 18 months of which must have been in an administrative, managerial, or executive capacity or supervising a staff performing accounting or auditing work; or
2. A valid New York State Certified Public Accountant license and at least 18 months of satisfactory full-time professional accounting or auditing experience in an administrative, managerial or executive capacity or supervising a staff performing accounting or auditing work.

Direct Lines of Promotion

From: Accountant (40510)

To: None