

DEPARTMENT: NORTH TONAWANDA CITY ACCOUNTANT
CLASSIFICATION: COMPETITIVE
APPROVED: 02/21/96

STAFF ACCOUNTANT
(North Tonawanda)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting the City Accountant in maintaining the City's financial records and accounts by performing professional accounting duties. Among the specific duties is responsibility for the financial management of the City's fringe benefit program and payroll processing under the overall direction of the City Accountant. The work also involves providing limited direction to subordinate clerical employees in carrying out the work of the Accounting Department. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Analyzes various financial reports including balance sheets, expenditure and budget reports to ensure accuracy and completeness;
2. Manages City's fringe benefit program including hospitalization and life insurance, social security, retirement, unemployment insurance and workers compensation;
3. Reviews and audits vendor claims relating to the fringe benefit program;
4. Prepares necessary journal entries for budgetary and general ledger applications;
5. Assists in providing training, and guidance to clerical employees of the department;
6. Assists in the preparation of complex financial reports for federal, state and local officials and agencies;
7. Assists in research work, planning and execution related to departmental functions such as budget preparation, fund management, preparation of financial statements, and the development of fiscal policy;
8. Maintains accurate records and prepares required reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of accounting; good knowledge of the principles underlying laws and regulations governing municipal financial operations; good knowledge of modern business management practices; ability to analyze and interpret financial data and to prepare appropriate statements and reports; ability to analyze and interpret financial data and to prepare appropriate statements and reports; ability to establish and maintain effective working relationships with others; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited of New York State registered college or university with a Bachelor's degree including or supplemented by 24 credit hours in accounting.