

DEPARTMENT: TREASURER
CLASSIFICATION: COMPETITIVE
APPROVED: OCTOBER 5, 2011

FLSA Status: Exempt/ Administrative 1/4/2010

CHIEF ACCOUNTANT

DISTINGUISHING FEATURES OF THE CLASS: This is a highly technical accounting position involving responsibility for the directing and planning of a comprehensive program of sound financial record-keeping and cost control. The work involves responsibility for supervising the Niagara County's comprehensive accounting operations of all governmental fund account groups including capital projects funds. Under the general supervision of the County Treasurer, the incumbent is responsible for planning and implementing central accounting processes and for directing the work activities of a subordinate central accounting staff. Considerable independent judgment is exercised in establishing and revising policies affecting the County's accounting processes. The position is distinguished in its collaboration with management positions in the administrative tier and others in the formulation of policy to accomplish financial objectives and to comply with authoritative accounting principles. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Plans, assigns and reviews the work of subordinates in analyzing and processing of accounting transactions to include the recording of county transactions; maintaining and reconciling journals, ledgers and other record books and preparing periodic financial statements, reports and tabulations;
2. Supervises the maintenance of the county financial classification structure to include first instance approval of all changes;
3. Authorizes the issuance of manual checks outside of regular disbursement processes;
4. Directs and participates in the maintaining of all capital project funds to include all revenues and expenditures, compliance for debt and legal reserve funding of same, and upon completion the proper recording of capital assets as required by authoritative accounting principles;
5. Directs and participates in the preparation of the County's annual report to the State Comptroller, the annual general purpose financial statements and the comprehensive annual financial report;
6. Reviews the text and ramifications of authoritative pronouncements from the Governmental Accounting Standards Board (GASB) and the New York State Comptroller;
7. Directly participates in the implementation of resulting changes to accounting and reporting policy;
8. Reviews monthly County Legislature resolutions and directs the processing of accounting transactions resulting thereof;
9. Provides technical advice and assistance to the Treasurer and Deputy Treasurer on a broad range of financial and cost issues, and counsels management and appropriate subordinates on the financial and budgetary implications of specific accounting applications involved;
10. Collaborates with financial managers of all County Departments on County financial accounting policy matters;
11. Participates in review and implementation of internal control measures relating to operations of the Treasurer and the Financial Management System;
12. In the combined absence, of the Treasurer and Deputy Treasurer, oversees the Treasurer's Office operations;
13. Communicates with rating agencies and financial analysts regarding financial operations and content of annual reports;
14. Oversees the investment program and Treasury function of the Treasurer's Office.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of theory and text of generally accepted accounting principles (GAAP) as well as the ability to apply this knowledge to governmental accounting, auditing and financial reporting situations; thorough knowledge of modern methods and technologies for maintaining large quantities of financial accounts and records; thorough knowledge of the laws, rules and regulations relating to the administration of accounting functions of all county departments as governed by New York State; skills in utilizing modern computer technology and equipment to maintain financial accounts and records at an acceptable rate of speed and accuracy; ability to express oneself clearly and concisely, orally and in writing; ability to understand and implement complex instructions; ability to supervise subordinates in the preparation and maintenance of financial records and reports in a manner conducive to good personnel management and high morale; ability to compile large quantities of financial data and prepare complex reports; ability to employ initiative, sound judgment and resourcefulness in solving complex accounting problems; sound professional judgment; tact and courtesy; high level of integrity and honesty; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

SUGGESTED PROMOTIONAL QUALIFICATIONS:

One (1) year of permanent competitive status as a Systems Accounting Manager or two (2) years of permanent competitive status as an Accountant in the Niagara County Treasurer's Office.

OPEN-COMPETITIVE:

Graduation from high school or possession of an equivalency diploma **AND**

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Accounting **and** four (4) years of full-time paid experience in accounting or auditing. Two (2) years of the required experience must have involved the application of accounting principles to the installation, operational maintenance, or modification of a computerized governmental accounting system and the exercise of supervision over accounting activities and personnel; **OR**

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Business Administration, Finance, or Economics **and** six (6) years of full-time paid experience in accounting or auditing. Two (2) years of the required experience must have involved the application of accounting principles to the installation, operational maintenance, or modification of a computerized governmental accounting system and the exercise of supervision over accounting activities and personnel; **OR**

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Accounting, Business Administration, Finance, or Economics **and** two (2) years of full-time paid experience as a certified public accountant.

10/09/2002; 09/14/1987