

DEPARTMENT: NORTH TONAWANDA CITY ACCOUNTANT
CLASSIFICATION: COMPETITIVE
APPROVED: 2/21/96

CITY ACCOUNTANT
(North Tonawanda)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for overseeing the maintenance of the City's financial accounts and records. In addition, the incumbent supervises and participates in the auditing of voucher claims and processing of the City's payroll. The City Accountant individually performs many of the more complex accounting duties of the office, and is permitted maximum discretion in applying his professional judgment in answering questions which occur and in planning and overseeing the routine operation of the office. The work is performed under administrative direction from the Common Council in accordance with established accounting principles and requirements of relevant laws and rules. Direct supervision is exercised over the work of subordinate personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Plans and oversees the work of all employees engaged in the maintenance of accounting and fiscal records in the City's Accounting Department;
Monitors the continuing efficiency of accounting procedures and conducts necessary studies and inaugurates changes or institutes new systems when necessary;
Supervises the maintenance of accounts for all municipal funds including control and subsidiary records;
Supervises all journalizing, posting and verifying activities;
Has continuing responsibility for reports on the current status of budgetary appropriations, revenue and general ledger accounts as required;
Oversees the preparation of important and complex financial reports for Federal, State and local officials and agencies;
Maintains records on long and short term debt service accounts;
Participates in the issuance and/or renewal of bond anticipation notes, capital notes and serial bonds;
Establishes debt payment schedules and makes the necessary payments on principal and interest;
Has charge of the preparation of the municipal payroll;
Has charge of the preparation of regular and special budgets;
Has charge of the administration of the hospitalization insurance, life insurance and retirement programs;
Coordinates with the City Treasurer the cash flow of City monies to insure the availability of funds and the timely investment of excess funds.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of principles, methods and practices of accounting;
Thorough knowledge of the principles underlying the laws, ordinances and regulations governing the financial operations of the City;
Good knowledge of modern business management practices;
Ability to analyze and interpret fiscal and accounting data, and to prepare appropriate statements and reports;
Ability to plan and supervise the work of others;
Ability to establish and maintain effective relationships with the staff;
Physical condition commensurate with the demands of the position.

CITY ACCOUNTANT

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MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree including or supplemented by 24 credit hours in accounting and two years of professional accounting or auditing experience.