

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: OCTOBER 17, 2013

JUNIOR ACCOUNTANT

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible position performing various accounting functions. Incumbents in this position maintain and participate in the accounting control procedures for funds budgeted for the departments. Works under the general supervision of an administrator of higher rank. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Maintains general books of accounts to established account classifications, including general ledgers and journals;
2. Balances and closes the ledgers;
4. Compiles data, prepares and submits periodic reports of the conditions of various accounts;
5. Examines formally to verify accounts, both internally and those of outside agencies;
6. Reviews grant awards and audits the claims of grants;
7. Prepares financial and statistical reports, performs periodic trial balances;
9. Prepares and assists in preparation of all required reports and claims.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern account keeping and bookkeeping principles and techniques; thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; working knowledge of Federal, State and local legislation theory governing the accounting operations of the agency or department to which assigned; ability to maintain accounting and bookkeeping systems; ability to communicate effectively both verbally and in writing; ability to understand and follow detailed verbal and written instructions; industry and dependability. Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

1. 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 or accounting; **or**
2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in business administration or accounting **and** two (2) years of satisfactory full-time paid accounting experience involving the maintenance of general books of account and preparation of financial statements; **or**
3. Graduation from high school or possession of an equivalency diploma, completion of twelve (12) credit hours in business administration or accounting from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, **and** four (4) years of satisfactory full-time paid accounting experience involving the maintenance of general books of account and preparation of financial statements.