

Jurisdictional Class: Competitive; Non-Competitive when Part Time in Town of Ellenburg  
Adopted: August 10, 1977  
Revised: June 25, 2018

**ACCOUNTANT**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for independently maintaining a system of accounts in proper balance according to generally accepted accounting principals and New York State Audit and Control and for furnishing dependable financial reports. The work may also involve the analysis and revision of accounting forms, practices and procedures. Work is performed under the general direction of the County Administrator with latitude for exercising independent judgment. Supervision may be exercised over the work of lower level technical specialists in this field. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Performs a wide variety of special assignments under the direction of the County Administrator;  
Performs special audits and analysis of departmental operations when requested or as pointed out as deficiencies by independent audit agencies who periodically review County operations;  
Assists the County Administrator in preparation of negotiation materials;  
Assists in preparation of the annual budget, including auditing department budget, reviewing budgets for reasonableness and making recommendations to the Budget Officer;  
Responsible for the coordination and preparation of the annual Indirect Cost Report;  
Performs financial and/or other research in conjunction with reports prepared for the County Legislature;  
Assists in the preparation of tax rates for all municipalities in Clinton County after adoption of each governmental unit's budget and provides preliminary tax rates with appropriate comparisons during their budget preparation period to town supervisors and interim tax rates and sales tax impact scenarios to the County Legislature throughout their budget process;  
Prepares annual reports required by the State Comptroller and NYS Department of Equalization and Assessment;  
Oversees the Records Management Program;  
Responsible for coordinating snowmobile club information and applying for the yearly trail maintenance grant;  
Responsible for coordinating and applying for State aid reimbursement for more complex projects, such as landfill closures, etc.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Thorough knowledge of modern accounting principles and practices of governmental accounting and government budget;  
Ability to design, prepare and maintain computerized accounting systems, records and reports;  
Ability to prepare and maintain written reports and records;  
Ability to supervise the work of others;  
Resourcefulness in applying accounting procedures and practices to problems encountered;  
Sound accounting judgment.

Accountant

**MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in accounting, public administration, business administration, economics or closely related field and two (2) years of experience in maintaining or auditing double entry books which shall have involved the preparation or auditing of budget and financial reports; or
- (b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and three (3) years of experience as defined in (a) above; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) or (b) above.