



## **PROVISIONAL VACANCY:**

# **Junior Accountant (Finance Department)**

This will be a **PROVISIONAL** civil service appointment. Candidate will be required to take the civil service exam when it is scheduled in the future. Permanent appointment will be dependent upon candidate's exam score.

**SALARY:**                 **\$48,329 – \$54,435**

**DEADLINE TO APPLY FOR VACANCY:** Accepting applications until the position is filled.

### **HOW TO APPLY:**

Go to: [mycivilservice.cayugacounty.us/jobopps](http://mycivilservice.cayugacounty.us/jobopps) and click on the **APPLY** button across from the title of "Junior Accountant – Provisional Vacancy" listed under Current Vacancies.

### **MINIMUM QUALIFICATIONS:**

- (A) Graduation from a New York State registered or regionally accredited college or university with a Master's Degree in Accounting, Business, Public Administration, Economics or related field; **OR**
- (B) Graduation from a New York State registered or regionally accredited four-year college or university with a bachelor's degree, including a minimum of eighteen semester hours in accounting; **OR**
- (C) Graduation from a New York State registered or regionally accredited two-year college or university with an Associate's Degree in accounting or related field, including 18 semester hours in accounting and two years of accounting experience; **OR**
- (D) Any equivalent combination of training and experience sufficient to indicate ability to do the work.

### **DISTINGUISHING FEATURES OF THE CLASS:**

Assists in the maintenance of a system of governmental accounting records; does related work as required. This is entry level accounting work requiring familiarity with general accounting principles and the ability to apply rules and regulations to routine accounting and financial transactions. The work is performed under general supervision. Supervision may be exercised over the work of principal account clerks, senior account clerks, account clerks or other clerical subordinates.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Working knowledge of general accounting principles as they relate to governmental accounting;  
Ability to adapt accounting methods to particular problems;  
Speed and accuracy in operation of calculating machines and adding machines;  
Speed and accuracy in performing fairly difficult mathematical computations;  
Good judgement in allocating charges and classifying receipts and expenditures;  
Tact in dealing with other departmental personnel and the public;  
Ability to keep a set of accounting records, to prepare closing entries, take trial balance and to verify, analyze and reconcile accounts and inventory reports;  
Ability to work with others and keep data confidential.

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

Codes and classifies receipts according to a standard classification prior to posting to general and subsidiary ledgers;  
Maintains cost accounts, prepares closing entries, and takes trial balances;  
Verifies, analyzes and reconciles bank accounts;  
May process payment of county warrants;  
May prepare and account for Court and Trust actions;  
May assist in overseeing the accounting activities of departmental programs and grants in accordance with standard State regulations;  
Posts to a general ledger or one or more subsidiary ledgers from books of original entry or media prepared by an accountant of higher rank;  
May maintain in-house employee personnel information;  
Oversees and/or prepares necessary payroll forms for Civil Service and County Finance Department and checks for accuracy;  
Orients new staff regarding benefits and agency policies;  
Prepares payroll from employee time records for submission and processing by the Finance Department;  
Prepares year-end cost reports;  
Prepares State Aide claims for review and submission;  
Participates in meetings regarding expenses and purchases, which impact the department;  
Prepares financial reports of balances of the appropriation accounts for the department;  
Prepares reconciliation of accounts;  
Prepares financial statements and works with independent auditors with direction from the department head;  
Prepares and/or oversees and accumulates statistical reports as required;  
Assists with annual budget preparation;  
Computes annual depreciation charges according to a standard formula and maintains related fixed asset records;  
Works with third party payers and families in collecting accounts;  
Ensures purchases are made with Purchase Orders and processes same within budgetary limits;  
Maintains employee files and benefit records and responds to employee inquiries as appropriate;  
May participate in disaster activities as trained and assigned;  
Does related reports and tasks as assigned or needed.