

## **Accounting Assistant - BOCES CBO Tompkins County**

**Department:** Tompkins-Seneca-Tioga BOCES

**Classification:** Competitive

**Approved:** BOCES Board Action

**By:** AG, Commissioner of Personnel

### **MINIMUM QUALIFICATIONS:**

(a) 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 or public administration, economics or related field, including or supplemented by 15 semester credit hours in accounting; **OR**

(b) Completion of a minimum of 60 semester credit hours at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, including or supplemented by 15 semester credit hours in accounting **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) accounting or auditing experience involving the maintenance of agency books and the preparation of budget and financial reports; **OR**

(c) Graduation from a high school or possession of a high school equivalency diploma **AND** four years of full-time paid (or the equivalent part-time and/or volunteer) accounting or auditing experience involving the maintenance of agency books and the preparation of budget and financial reports; **OR**

(d) Any combination of training and experience equal to or greater than that specified in (a), (b), and (c) above.

**NOTE:** Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

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

This position involves responsibility for assisting the Accountant in maintaining the accounting records of a governmental agency according to established accounting procedures and practices. The incumbent assists the Accountant in financial transactions, installation and maintenance of accounting systems, employee benefits, payroll procedures and preparation of reports and fiscal analyses. Work is performed under general direction of the Accountant with leeway allowed for the exercise of independent judgment in planning and carrying out assignments. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

- Assists the Accountant with all of the following:
- 45% Performs general accounting duties such as maintaining a general ledger, making journal entries, advising supervisors in regard to appropriate balances and fund transfers, and reconciling trial balances, bank statements and accounts;
- 5% Assists in the development and implementation of new accounting procedures and systems in order to provide a clear audit trail of financial transactions;
- 15% Prepares a variety of tax, financial and statistical reports and analyses to comply with State, Federal, and local requirements and to provide pertinent information for decision making;
- 5% May assist in the preparation of an annual budget including estimation of revenues and appropriations;
- 5% Keeps informed of economic trends and advises responsible officials regarding financial planning and investments;
- 5% May coordinate the introduction and maintenance of data processing operations, including the preparation of schedules, in relation to accounting functions;
- 5% May make recommendations concerning ways of reducing operating costs and increasing revenues based on knowledge of reimbursement formulas, market trends, and legislative development;
- 5% Assists in the implementation of new accounting pronouncements;

- 10% Participates in meetings concerning equipment purchases, capital construction and other expenditures which have an impact on municipal finances.

**KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

- Good knowledge of the principles, practices and terminology of general and governmental accounting; Good knowledge of financial administration including budgeting and reporting;
- Working knowledge of office terminology, practices and procedures;
- Working knowledge of business arithmetic and English;
- Working knowledge of trends and current developments in the field of accounting;
- Ability to prepare reconciliation reports, define problems, and propose solutions;
- Ability to cope with stringent deadlines;
- Ability to maintain accounting systems;
- Ability to prepare and analyze financial and statistical records, reports and statements;
- Ability to prepare and present oral and written reports clearly and concisely;
- Ability to operate a computer terminal;
- Ability to perform close, detail work involving considerable visual effort and strain;
- Good judgment; Accuracy; Attention to detail; Math aptitude.

Originally created 05/05/2016

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