

SENIOR ACCOUNTANT
(WATER BOARD)

DISTINGUISHING FEATURES OF THE CLASS: This position exists at the Upper Mohawk Valley Regional Water Board, and involves responsibility for performing professional accounting work in the maintenance of financial records of Water Board accounts and outside agencies doing business with the Water Board. The work requires a general understanding of applicable Federal and State laws, and Water Board rules, procedures, and policies. Employees in this class are expected to apply professional accounting principles and methods to a variety of accounting problems, following standards determined by regulations or by statutory requirements. The work is performed under general supervision of the Accounting Supervisor, with leeway allowed for the exercise of professional judgement in carrying out details of the work. Supervision is exercised over subordinate accounting and clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Analyzes accounting and bookkeeping systems, and make recommendations for changes to improve the accuracy and efficiency of the system;
Supervises account clerical employees in financial record keeping activities;
Reconciles monthly revenues and expenditures from subsidiary and control accounts;
Analyzes balance sheets on a regular basis to ensure proper procedures were followed in reconciling entries and coding revenues and disbursements;
Prepares support schedules for numerous reports, including annual financial report, etc;
Solves complex accounting problems, ensuring that procedures and policies comply with Generally Accepted Accounting Principles (GAAP);
Maintains general and subsidiary ledgers of the general fund and other funds and accounts by analyzing and journalizing entries;
Forecasts income and expense, and graphs cash flow;
Compiles data relative to the preparation of the monthly and quarterly reports;
Maintains cash books covering all operating funds;
Prepares bonded indebtedness schedules, including amortization of principal and interest charges;
Audits special and trust accounts;
Prepares reporting quarterly and annual Federal and State income taxes withheld from Water Board employees;
Operates a micro-computer in statistical and accounting analysis activities.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of local and State laws and regulations which affect local agency activities, and of modern accounting principles and techniques, and ability to apply these in the performance of duties; good knowledge of modern methods used in keeping and checking financial records and reports; good knowledge of Generally Accepted Accounting Principles and internal control structures; good knowledge of office methods and procedures, and familiarity with the use of standard office equipment; good knowledge of business arithmetic and English; ability to carry out oral and written instructions; ability to operate a micro-computer in application to financial record keeping and fiscal management; ability to draft and write financial audit reports; ability to plan and supervise the work of others; ability to get along well with others; good judgement.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor Degree in accounting, business administration, financial administration, economics or a closely related field, including or supplemented by 18 semester credit hours in accounting, **AND** two (2) years of full-time experience in accounting or financial auditing; one (1) year of which shall have been in a supervisory capacity; **OR**
- (B) Graduation from a regionally accredited or New York State registered two (2) year college with an Associate Degree as noted in (A) above, including or supplemented by 18 semester credit hours in accounting, **AND** four (4) years of full-time experience in accounting or financial auditing; one (1) year of which shall have been in supervisory capacity; **OR**
- (C) An equivalent combination of training and experience, as defined by the limits of (A) and (B) above.