

Civil Division: Oneida-Herkimer Solid Waste Management Authority
Jurisdictional Class: Competitive
EEO Category: Professionals
Revised: 07/11/07

SENIOR ACCOUNTANT

DISTINGUISHING FEATURES OF THE CLASS: This is a professional accounting position which involves responsibility for performing professional accounting work in the maintenance of financial records of the Oneida-Herkimer Solid Waste Management Authority. The work requires a general understanding of applicable federal and state laws and local policies and procedures. In addition to the preparation of various reports, the incumbent is also involved in solving a variety of accounting problems. Work is performed under the general supervision of the Authority Comptroller with leeway allowed for the exercise of professional judgment in carrying out the details of all work. May supervise clerical employees in financial record keeping activities. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Reconciles the monthly revenue and expense reports from subsidiary ledgers to control accounts;
Analyzes balance sheet accounts on a regular basis;
Operates a computer in statistical and accounting analysis activities;
Acts as a liaison with external auditors to implement measures insuring legal compliance, internal controls and accurate financial statement presentation;
Supervises the preparation of the Authority's bi-weekly payroll including compliance with federal and state tax withholding requirements ;
Prepares cash flow statements for the operating and capital funds;
Audits vendor's invoices and requests for payment on a weekly basis;
Assists with the daily operation of the Authority's purchasing system;
Makes journal entries relating to budgetary and general ledger accounts;
Prepares schedules for numerous reports including quarterly financial and investment reports to the Board of Directors, and reports to the New York State Comptroller's Office including the Authority's annual report;
Solves complex accounting problems ensuring that procedures and policies comply with Generally Accepted Accounting Principles;
Prepares monthly bank reconciliations for all bank accounts;
Assists in the management of the Authority's outstanding indebtedness including compliance with bond issue documents and covenants;
Assists in the preparation of the Annual Operating and Capital Budgets of the Authority.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of current principles and practices of accounting and budgeting; good knowledge of office methods and procedures and familiarity with the use of standard office equipment; good knowledge of budgetary and financial management procedures and techniques; 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; ability to use a computer in application to financial record keeping and fiscal management; ability to carry out oral and written instructions; ability to plan and supervise the work of others.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in accounting or business management or a closely related field, including or supplemented by twenty-four (24) semester credit hours in accounting; OR
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in accounting or business management or a closely related field, including or supplemented by twenty-four (24) semester credit hours in accounting AND one (1) year of full-time, professional experience involving accounting, auditing or financial management activities; OR
- C. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in any of the areas listed in (A) above including or supplemented by twenty-four (24) semester credit hours in accounting AND three (3) years of full-time, professional experience involving accounting, auditing, or financial management activities.

NOTE: Routine, closely supervised, repetitive tasks of a fiscal nature in accordance with prescribed procedures, such as, making entries in a book of accounts or other record, or making arithmetic computations is NOT considered to be professional accounting experience.

Adopted: 11/28/90
Revised: 08/23/93, 07/27/94, 07/11/07