

Please Post Conspicuously

OTSEGO COUNTY ANNOUNCES THE FOLLOWING VACANCY:

TREASURER'S DEPARTMENT

Accountant

\$37,110 - \$43,985

LAST DAY FOR FILING: March 25, 2010 (revised)

DATED: March 5, 2010

EOE

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position which involves responsibility for the planning, directing and supervising of a comprehensive system of municipal accounts. Incumbents independently perform work assignments concerned with governmental accounting, budgeting and reporting. This position differs from that of a Principal Account Clerk Typist title by virtue of more complex analytical and supervisory responsibilities. Work is performed under the general supervision of the Treasurer and Deputy Treasurer. Supervision may be exercised over lower level personnel.

TYPICAL WORK ACTIVITIES:

- Assigns, reviews, and evaluates the work of staff supporting the accounting operation relative to but not limited to: Investment of funds, checking/savings account balances and reconciliation, general ledger maintenance and reconciliation, fund transfers, A/P, A/R, payroll and health insurance.
- Designs and/or assists in the designs of special accounting schedules, forms, or reports, and recommends changes when appropriate.
- Assists in the preparation of the County's budget and cash flow projections/needs with capabilities to produce high quality/accurate reports for the legislation and managerial personnel.
- Assists with interpreting policies and procedures, laws, rules, and regulations relating to the accounting and budgetary functions of the County.
- Interfaces with internal, external, and independent auditors and assists in implementing approved recommendations.
- Manages specific projects including, but not limited to year end closings, cost allocation, regulatory reporting and any other applicable project.
- Ensures that required reports and disbursements are both accurate and on time.
- Identifies and works to rectify problems related to financial matters for the Treasurer's office.
- Must remain current with the laws, regulations, and practices pertaining to the municipal accounting requirements of the Treasurer's office.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of generally accepted accounting principals, particularly as they relate to governmental accounting; working knowledge of modern office procedures and equipment including, but not limited to Microsoft office programs; ability to develop, maintain and audit comprehensive sets of accounting records; ability to self motivate and work independently; ability to train and supervise lower level staff; ability to understand and follow complex written and oral directions, regulations, laws, etc.; ability to provide financial analysis and projections based on historical data and the economic conditions at present; ability to prepare all financial statements as required by the GASB and the NYS Comptroller's Office; ability to complete all required reports as mandated by Real Property Tax Law, County Law, and Finance Law; ability to manage projects with little or no direction; ability to establish and maintain effective working relationships with others; ability to communicate effectively both orally and in writing; ability to operate a personal computer and utilize common office software including word processing, spreadsheets and databases at an acceptable rate of accuracy and speed; ability to prepare and maintain complex records; and familiarity with Microsoft Dynamics or comparable accounting software package preferred.

MINIMUM QUALIFICATIONS: Either:

(a) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in business administration, accounting or a closely related field; OR (b) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree in business administration, accounting or a closely related field and two years of satisfactory experience in maintaining financial accounts or records; OR (c) Graduation from a regionally accredited or New York State registered college with an Associate's Degree in business administration, accounting or a closely related field and four years of satisfactory experience in maintaining financial accounts or records; OR (d) An equivalent combination of (a), (b), or (c).

Approved Otsego County C.S. –06/04/07

CLASSIFICATION: Competitive

Applications available at the Otsego County Personnel Office, 183 Main Street, Cooperstown, NY 13326 or online at www.otsegocountyemployment.com