



ACCOUNTANT

Dutchess County Department of Finance

Salary: \$77,351 (2024 Salary)

This is a provisional position in the Dutchess County Department of Finance pending a future civil service exam. This is a professional position which involves responsibility for the development, maintenance and pre-auditing of general accounting systems. Incumbents independently perform work assignments concerned with governmental accounting, budgeting and reporting. This class differs from that of Junior Accountant in that the latter is a technical position which assists a professional in one or more of the basic phases of the accounting process and from that of Senior Accountant or other higher-level titles by virtue of less complex analytical and supervisory responsibilities. Work is performed under the general supervision of a higher-level employee. Supervision may be exercised over lower-level personnel.

TYPICAL WORK ACTIVITIES:

Participates in the activities of an accounting operation or may assume responsibility for the accounting functions of less complex departmental operation; participates in the maintenance of manual or automated ledger operation including books of account, general or subsidiary ledgers, the classification and recording of transactions, the maintenance of controls, and the preparation of required accounting statements and reports; verifies, classifies, and codes financial transactions for manual entry or computer input following accepted accounting practices and subject to applicable laws, rules and regulations; supervises the record keeping and required fiscal reporting for state and federally funded programs by interpreting guidelines and instructions, monitoring schedules and reports, and providing advice and assistance; independently performs the more complex accounting work based on well-established and accepted accounting methods; participates in the preparation of schedules and financial statements required in the annual year-end closing process; prepares budgets or develops historical data for preparation of such including the determination and analysis of past cost factors; trains or assists with the training of staff in the details and objectives of the work; may supervise payroll operations; may recommend revisions or assist in the evaluation of existing accounting or pre-auditing methods; may supervise subordinate accounting personnel; may provide advice or assistance to departmental or non-departmental personnel in regard to accounting matters or resolving accounting software-related issues; may initiate, prepare and forward claims for state and federal reimbursement of programs or review the preparation of such.

MINIMUM QUALIFICATIONS:

- EITHER:** (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree which included or is supplemented by the completion of eighteen (18) credit hours in accounting and one (1) year of full time paid professional accounting or financial auditing experience in maintaining or auditing a governmental agency double entry general ledger, appropriation accounting or auditing, and the preparation of budget and financial reports or in maintaining or auditing a business double entry general ledger, and the preparation of budget and financial reports;
- OR:** (B) Completion of a minimum of sixty (60) credit hours at a regionally accredited or New York State registered college or university which included or is supplemented by the completion of eighteen (18) credit hours in accounting and three (3) years of full time work experience as described in (A) above;
- OR:** (C) An equivalent combination of the education, training, and experience as indicated in (A) and (B) above.

NOTE: Graduate work leading to a Master's degree in Accounting, Business Administration, Public Administration, Finance or a closely related field may be substituted for the experience described above on a year-for-year basis (one year equals 30 credit hours) to a maximum of one (1) year or 30 credit hours.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

FINGERPRINTING: A fingerprint supported background investigation is required before an appointment is made to some positions. Pursuant to New York State Executive Law, the Division of Criminal Justice Services requires that a fee accompany each such request for a search. It is due once a job offer is made and accepted by the applicant.

For immediate consideration, submit an application on or before November 24, 2024.

Apply online at www.dutchessny.gov/jobs,

OR

Download an application from www.dutchessny.gov/jobs,
and mail it to the Dutchess County Department of Human Resources, 22 Market Street,
Poughkeepsie, NY 12601

An EEO/AA Employer

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