

## **PRINCIPAL ACCOUNTANT**

Code No: 3-01-082  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a managerial level professional accounting position responsible for planning and directing the activities of two or more functional sections of the department to which assigned. Employees perform the more complex and responsible accounting functions of the units. The work is performed using an automated or manual accounting system. The employee reports directly to and works under the general supervision of a higher level staff member with wide latitude allowed for the setting of priorities, work schedules, and for developing internal procedures. General supervision may be exercised over an accounting and clerical staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related work activities may be performed although not listed):

Manages, plans, and organizes the complex accounting functions of the units;

Develops and revises improved work procedures and methods;

Develops financing plans and cash flow management for major programs;

Supervises and reviews the preparation of application for aid reimbursement for state and federal-aided projects, other grant reimbursement claims, or required cost reports;

Serves as liaison in accounting matters with various departments or agencies;

Prepares accounting, financial and statistical reports, including internal reports and those required by the state or federal government;

Manages the posting of revenues and expenses on an automated accounting system;

Assists with preparing supporting schedules and other documentation for annual financial statement audit, state and federal compliance audits, or other regulatory program monitoring.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of the principles, procedures and terminology of both general and governmental accounting; thorough knowledge of the techniques of internal control; good knowledge of third party reimbursement; good knowledge of federal and state grant regulations; good knowledge of audit procedures as defined by the federal government; ability to design, implement and modify accounting systems; ability to plan and develop accounting procedures; ability to direct several functional units; ability to interpret and apply state, federal, and local government laws, rules and regulations with regard to the preparation of financial records; supervisory ability; ability to prepare and analyze complex and accurate financial reports; ability to utilize an automated accounting system and perform data entry; ability to communicate both orally and in writing; ability to establish and maintain professional working relationships; resourcefulness in solving accounting problems; accuracy; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** EITHER:

- (A) Graduation with a Master's or Bachelor's degree in Accounting, PLUS five (5) years paid full-time or its part-time professional\* experience in auditing or accounting, OR,
- (B) Graduation with a Bachelor's degree in Economics, Finance or Business Administration that included a minor, or a minimum of fifteen (15) semester credit hours in accounting, PLUS six (6) years of professional\* experience as defined in (A) above, OR,
- (C) Any equivalent combination of education and experience as defined by the limits of (A) and (B) above.

\*Professional experience in auditing or accounting shall not include account keeping, bookkeeping or other clerical financial or record keeping activities.

**Special Requirements:** Candidates who meet the minimum qualifications under (B) must submit a student copy of their transcript or itemized list of course work and credits received at time of application.

**NOTE:** Your degree 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. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Monroe County Civil Service Commission

**ADOPTED:** April 18, 1985

**REVISED:** October 6, 2011

**REVISED:** November 3, 2022