

## **Accountant - Finance Tompkins County**

**Department:** Comptroller/Finance

**Classification:** Competitive

**Labor Grade:** Confidential 65

**Approved:** 1/2023

**By:** RP, Commissioner of Human Resources

### **MINIMUM QUALIFICATIONS:**

1. Graduation from a regionally accredited or New York State registered college with a Bachelor's or higher degree in Accounting, Economics, Finance, or Business Administration, that included a minimum of (12 -15) semester credit hours (5 classes), in accounting, PLUS one (1) year paid full-time or its part-time equivalent professional experience in auditing or accounting; OR,
2. Graduation from a regionally accredited or New York State registered college with an Associate's degree in Accounting, or related field (12 -15) semester credit hours (5 classes) PLUS three (3) years paid full-time or its part-time equivalent professional experience in auditing or accounting; OR,
3. Any combination of training and experience equal to or greater than that described in (a) and (b) above.

**Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.**

### **DISTINGUISHING FEATURES OF THE CLASS:**

An incumbent in this class is responsible for the maintenance and oversight of governmental accounting systems, records and processes. This is a mid to upper-level accounting position requiring familiarity with general accounting principles and the ability to apply rules and regulations to both routine and complex accounting and financial transactions. The incumbent independently performs work assignments concerned with governmental accounting, budgeting, and reporting. This position requires complex and analytical responsibilities. The work is performed under the general supervision of the Director of Accounting Services with leeway allowed for the exercise of independent judgment. Supervision may be exercised over the work of subordinate employees. The incumbent will perform all related duties as assigned.

### **TYPICAL WORK ACTIVITIES:**

- Performs a variety of journal entries on a weekly, monthly, quarterly, and yearly basis;
- Identifies and works to rectify problems related to financial accounting matters;
- Performs a variety of account analysis on a routine basis
- Performs a variety of reconciliations on various accounts on a regular basis;
- Investigates historical transactions from accounts and determine any corrections needed
- Assists other County departments with finance related issues;
- Project accounting transactions, reconciliations, research, and reporting
- Monitoring various accounts and interactions with various software programs
- Ability to resolve complex accounting conundrums
- Assists task completion related to closings and audits
- Does related reports and tasks as assigned or needed;
- Assisting Department leadership as needed
- Develops, maintains, updates accounting policies and procedures as needed

### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Working knowledge of general accounting principles as they relate to governmental accounting;
- Working independently using professional judgement to reach recommendations and conclusions
- Ability to apply GASB updates and pronouncements to County accounting practices;
- Ability to adapt accounting methods to particular problems;
- Speed and accuracy in performing fairly difficult mathematical computations;
- Good judgment in allocating charges and classifying receipts and expenditures;
- Ability to cross train and fill in various financial staffing positions
- Tact in dealing with other departmental personnel and the public;
- Ability to work with multiple departments simultaneously on projects
- Ability to train and educate various staff levels from departmental leadership to departmental support staff
- Ability to work with others and keep data confidential;
- Ability to understand and carry out complex oral and written instructions;
- Ability to prepare accurate correspondence and reports;
- Working knowledge of Microsoft Word and Excel, including sorting, tables and reporting functions;
- Ability to learn and utilize new reporting and account-keeping software;
- Proficiency in pivot tables and database manipulation.
- Physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit for extended period in an office setting, use hands to keyboard, handle, or feel objects, manipulate tools, or controls, and reach with hands and arms. The employee is required to see, walk, talk and hear. The employee must occasionally lift and/or move up to 45 pounds. Due to extensive computer usage, the job requires considerable visual effort. Vision abilities required by this job include close vision and the ability to adjust focus to a mid-range. The employee's physical and mental condition shall be commensurate with demands of the position, either with or without reasonable accommodation. Psychological demands are moderate for this position. Considerable interpersonal skills are necessary in order to create connections, obtain buy-in, cooperation with community agencies, municipalities and throughout the organization. The employee is required to have a valid NYS license in order to drive to various remote Tompkins County locations. Internal contacts may include work with elected officials, department heads or deputies and will require professional collaboration on overlapping projects. External contacts are with professional associates, liaisons, community groups and involve the development of professional networks. The work environment has minimal exposure to disagreeable conditions. The incumbent will perform all related duties as required.

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