

PRINCIPAL ACCOUNTING ANALYST

DISTINGUISHING FEATURES OF THE CLASS: The work involves planning, supervising and performing complex accounting analysis work in the Comptroller's Office or other County departments. The work includes the analysis of an accounting and financial information and the daily supervision of an accounting staff engaged in the analysis and operation of an accounting system. This is highly technical work requiring expertise in both accounting and financial analysis techniques. This position differs from the Accounting Analyst in the level of responsibility, the supervision exercised and the development of accounting and financial policies and procedures. Supervision is received from higher level departmental employees. Supervision may be exercised over a small accounting staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Serves as the lead person in the analysis of accounting and financial information;
 Develops complex reports and presentation to evaluate the integrity of the accounting records;
 Supervises and directs professional staff of accounting analysts and other accounting personnel engaged in the collection, analysis and interpretation of complex accounting data;
 Participates in technical, policy setting discussions regarding County-wide financial policies;
 Supervises the preparation of financial reports in accordance with generally accepted reporting standards;
 Acts as a liaison with independent auditors and other departments seeking accounting information;
 Meets with the department managers on a regular basis to discuss project status.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of theory and practices of governmental accounting, Uniform Systems of Accounts for Counties (USAC), Generally Accepted Accounting Principles (GAAP), and Governmental Accounting, Auditing and Financial Reporting (GA AFR);
 Thorough knowledge of double entry accounting;
 Good knowledge of legislation governing maintenance of financial records;
 Ability to perform complex analysis of accounting records and to prepare detailed and comprehensive management reports;
 Ability to communicate effectively, both orally and in writing;
 Ability to supervise a group of assistants in analyzing and reporting accounting data;
 Tact;
 Dependability;
 Sound professional judgment;
 Physically capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's Degree in Business Administration or related field, including or supplemented by twenty-four (24) semester credit hours in accounting and five (5) years of experience in the field of accounting, at least two (2) years of which must have been in a responsible supervisory or administrative capacity.

NOTE:

Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Business Administration or a C.P.A. certification issued by New York State may be substituted for one (1) year of the required accounting experience, but may not be substituted for the required supervisory or administrative experience.

Examples of acceptable accounting experience would be full-charge *bookkeeper, * junior accountant and similar positions.

*Bookkeeper responsible for a full set of financial records, including General Ledger and all subsidiaries.

Examples of unacceptable experience are: account-clerical experience and experience limited to posting, maintaining, examining or preparing one or more of the following: voucher register, sales register, cashbook, insurance register, accounts receivable ledger, accounts payable ledger, any other special journal or subsidiary ledger, or experience preparing income tax returns.

SUPERVISION - Responsible direction and control of subordinate employees. This involves the assignment of work, approval of work, training, evaluation and discipline of employees. The supervisory aspects must be an integral part of the job, not incidental or occasional.

ADMINISTRATION - Responsible direction and control of an organization or organizational unit. In addition to the supervision of work groups, the administrator is involved in planning, resource allocation, program evaluation and policy formulation.

ACCOUNTING - Recording, classifying, verifying, reporting and analysis of financial data.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full time experience requirement.