

STAFF ACCOUNTANT

The Staff Accountant's duties and responsibilities are to perform various accounting functions under the Chief Accountant. Incumbent will assist the Albany County Comptroller and Deputies with various projects as assigned and will also provide subject matter support for active audit projects when necessary. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Balance and reconcile multiple bank and general ledger accounts on a regular basis;
- Assists Chief Accountant as necessary in creating interim and annual financial statements and reports including the Annual Update Document (AUD) required by NY State;
- Performs budget accounting functions, including auditing to insure budgetary compliance;
- Assists with Albany County's annual cost allocation plan;
- Performs due to/due from tie-outs;
- Audit accounts receivable related to state and federal grants;
- Assist in maintaining fixed asset listing and track depreciation;
- Assist in maintaining County's debt schedule and create journal entries for all wires associated with debt;
- Assist in producing cash flow projections;
- Applies automated data processing techniques to departmental accounting procedures; and
- All other related duties as assigned.

MINIMUM QUALIFICATIONS:

A. Graduation from a regionally accredited or New York State registered college or university with at least a Bachelor's Degree in Accounting with a minimum of twenty-four (24) credit hours in accounting and five (5) years of accounting experience, two (2) of which must be in government accounting; OR,

B. Graduation from an accredited college or university with a Master's Degree in Accounting with a minimum of twenty-four (24) credit hours in accounting and three (3) years of government accounting experience in roles directly related to journal entries and account reconciliations.

Successful candidates must be a resident of Albany County on the date of hire.

Albany County is an Equal Opportunity Employer.

Send resumes to:

Albany County Comptroller's Office

Attention: Ransom Moore

Email: Ransom.Moore@albanycountyny.gov

112 State Street, Suite 1030 Albany, New York 12207