

**ASSISTANT ACCOUNTANT**  
**PLEASE POST CONSPICUOUSLY**  
**\*\*\* WANTED \*\*\***  
**APPLICANTS FOR VACANT POSITION**

**TITLE: ASSISTANT ACCOUNTANT (Competitive Class)**  
**LOCATION: CORTLAND COUNTY BUDGET & FINANCE**  
**SALARY: GRADE 18/ \$24.0458-30.2843/HR**

Minimum Qualifications:

- a) Graduation from a New York State registered or regionally accredited four-year college or university with a bachelor's degree in business, public administration or a related field, with a minimum of 18 credit hours in accounting.
- b) Graduation from a New York State registered or regionally accredited two-year college or university with an associate's degree or higher in accounting.

**Pre-employment drug screen, criminal background check and/or physical required.**

APPROVED APPLICATIONS WILL BE FORWARDED TO THE  
BUDGET & FINANCE DEPARTMENT UNTIL THE POSITION IS FILLED.

**SUBMIT APPLICATIONS TO:**  
CORTLAND COUNTY PERSONNEL  
60 CENTRAL AVE  
CORTLAND, NY 13045-2746

EOE/MF

Cortland County is committed to equity and inclusion. We encourage those with similar values to apply.

ISSUED: 3/25/2022

Jurisdiction: Cortland County  
Jurisdictional Class: Competitive  
Adopted: 3/24/22

### **Assistant Accountant**

#### **Distinguishing Features of the Class:**

Assists in the maintenance of a system of governmental accounting records and does related work as required. This is an entry level accounting position requiring familiarity with general accounting principles and the ability to apply rules and regulations to routine accounting and financial transactions. Employee independently performs work assignments concerned with governmental accounting, budgeting and reporting. This position differs from that of a Principal Account Clerk by virtue of more complex analytical and supervisory responsibilities. Work is performed under the general supervision of the Assistant Director of Finance and Director of Finance. Supervision may be exercised over the work of subordinate employees.

#### **Typical Work Activities:**

- Codes and classifies receipts according to a standard classification prior to posting to general and subsidiary ledgers
- Enters cash receipts, receives payments, reconciles cash drawer and prepares daily deposit to be taken to the bank
- Monitors daily bank transactions and reconciles bank statements monthly
- Process payment of County warrants
- Prepare and account for Court and Trust actions
- Reviews outstanding check listings and follows-up on stale dated checks
- Prepares unclaimed funds report and files with New York State
- Reconciles balance sheet accounts of various funds on at least a quarterly basis
- Maintains up-to-date capital asset records, including tagging new items and adding them to the capital asset software and removing sold or scrapped items from the software
- Identifies and works to rectify problems related to financial accounting matters
- Assists customers, either by phone, email or in person, regarding delinquent taxes and certificates of residency
- Assists other County departments with finance related issues
- May correspond in connection with financial matters
- May assist in overseeing the accounting activities of departmental programs and grants in accordance with standard State regulations
- Does related reports and tasks as assigned or needed

#### **Full Performance Knowledge, Skills, Abilities and Personal Characteristics:**

- Working knowledge of general accounting principles as they relate to governmental accounting
- Ability to adapt accounting methods to particular problems

- Speed and accuracy in operation of calculating/adding machines
- Speed and accuracy in performing fairly difficult mathematical computations
- Good judgment in allocating charges and classifying receipts and expenditures
- Tact in dealing with other departmental personnel and the public
- Ability to keep a set of accounting records, to prepare closing entries, and analyze, verify and reconcile accounts and reports
- Ability to work with other and keep data confidential
- Proficiency in Microsoft Word and Excel

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