

Job description

Position Summary:

The Town of Riverhead is seeking a motivated individual to fill the position of an accountant. Under general supervision the individual will maintain accounting records and prepare reports. The incumbent maintains the accounting records of an agency or department according to established account classifications, including cashbooks, subsidiary journals and general ledgers. The incumbent assists administrative supervisors and higher-level accountants in changing or establishing accounting procedures and may simplify existing systems. Work requires independent judgment on technical accounting problems. Work is reviewed upon completion for overall standard performance and is subject to periodic audit.

Typical Work Activities:

- Help to maintain the books and accounting records of the Town, including preparing, reviewing and posting journal entries to the Town financial software
- Analyze cost data of a department according to labor, materials and overhead costs to compute unit costs.
- Prepare town board resolutions establishing, closing or modifying capital projects, modifying the budget, encumbering funds, etc.
- Establish and maintain Capital Projects records
- Track grant revenues and related expenditures and prepare necessary schedules relating to grants
- Prepare bank reconciliations
- Prepare end-of-year adjusting entries and corresponding schedules
- Prepare and assist in preparing schedules for annual update document
- ~~Assist in preparations of schedules for Annual Update document~~
- Assist in preparation of schedules of GASB entries for financial statements and audit
- Performs internal audits on accounts, payrolls, invoices and expenditures to prove mathematical correctness.
- Prepares and maintains fixed asset records, including depreciation schedules.
- Assist in the maintenance of the Town's financial records on both a modified and full accrual basis of accounting.
- Assist in verifying that all departmental operations are performed in accordance with local and state laws
- Collaborate with staff and superiors to come up with solutions to accounting problems.

- Perform any other work as directed by the Financial Administrator and Deputy Financial Administrator.

Minimum qualification:

Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree, which includes, or is supplemented by, at least twenty-four (24) credits in Accounting, and two (2) years of experience as an accountant or auditor. Governmental accounting experience a plus.

Full Performance Knowledge, skills, abilities and Personal Characteristics:

Good knowledge of accounting principles and procedures and ability to apply such knowledge to accounting transactions; some knowledge of office methods and procedures and familiarity with the use of standard office equipment; good knowledge of Microsoft Office applications including but not limited to Excel, Word, and Outlook; some knowledge of the general principles of public finance administration, including budgeting and financial reporting; working knowledge of electronic data processing as applied to accounting; ability to prepare complete and accurate accounting reports and statements of some complexity; ability to perform detailed work including written or numeric data and to make arithmetic calculations rapidly and accurately; ability to supervise work cohesively with a number of account clerical and general clerical workers in a manner conducive to full performance and high morale; ability to follow complex oral and written instructions; physical condition commensurate with the demands of the position.