

Date: March 15, 2023

Title: Accountant 0221

Location: Town of East Hampton  
159 Pantigo Road  
East Hampton, NY 11937

Base Salary: \$33.4911 per hour (40 hour week) - \$69,661.49 annually

Grade 28 – Step 3

Benefits: Dental Insurance, Health Insurance, Vision Insurance, Optical Insurance, NYS Pension, Optional Deferred Compensation Program, Paid time off

### DISTINGUISHING FEATURES OF THE CLASS

Under general supervision, an employee in this class performs professional accounting work in maintaining accounting records, preparing reports and assisting in establishing new accounting systems. 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. Supervision may be exercised over a number of clerical employees in the account clerical and general clerical series. Work requires independent judgment on technical accounting problems. Work is reviewed upon completion for overall standard performance and is subject to periodic audit. Does related work as required.

### TYPICAL WORK ACTIVITIES

Maintains a varied and complex set of accounting records; posts entries to books from supporting records; makes adjusting entries; prepares financial statements from accounting records;

Verifies unencumbered balances on books against the amounts reported monthly by auditors of the agency or department;

Assists a higher-level accountant or independently establishes new accounting systems and procedures;

Analyzes cost data of a department of institution according to labor, material and overhead costs to compute unit costs; records data for use by management; controls expenditures;

Assists in preparing a department budget;

Performs internal audits on accounts, payrolls, invoices and expenditures to prove mathematical correctness;

May participate in the implementation and maintenance of computerized accounting systems;

May supervise a number of clerical personnel in the account clerical and general clerical series engaged in maintaining fiscal records.

### FULL PERFORMANCE KNOWLEDGES, 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; 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 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.

### MINIMUM QUALIFICATIONS

#### OPEN COMPETITIVE

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.

#### NOTES:

Bookkeeping experience will NOT be credited towards meeting the above minimum qualifications.

Possession of a New York State license as a Certified Public Accountant may be substituted for two (2) years of experience as an accountant or auditor.

R08/06/90

SUFFOLK COUNTY

Competitive

Review 11/15/04

If you are interested in applying for this position, please contact:

Kathleen Rood, Human Resources Department [krOOD@ehamptonny.gov](mailto:krOOD@ehamptonny.gov) , or

Sue Jones, Human Resources Department [sjones@ehamptonny.gov](mailto:sjones@ehamptonny.gov)