

**ORANGE COUNTY CLASS SPECIFICATION**

**TITLE:** ACCOUNTING TECHNICIAN II **GRADE:** 11

**TITLE ABBREVIATION:** ACCTNG TECH II **TITLE NO.:** 6108

**JURIS.CL:** C **SALARY CODE:** 01 **EEO CODE:** TE **FLSA CODE:** NE

**DEPARTMENT:** FINANCE **DIVISION:** \_\_\_\_\_

**SUPERVISOR'S TITLE:** DEPUTY COMMISSIONER OF FINANCE

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the supervision and maintenance of all special accounting systems. Position will supervise and participate in the maintenance of accounts for capital projects and other special accounts utilizing a modified accrual system of accounting where required. In addition, the position will assist in the preparation of the annual budget and financial reports and will be assigned various administrative fiscal functions on an as-need basis. The work is carried out in accordance with established procedures and involves the application of accounting techniques in order to comply with New York State's Uniform System of Accounts for counties. Work is performed under the general supervision of the Deputy Commissioner of Finance with leeway for independent judgment in routine matters. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Assists in the preparation of the County Official Statement;
2. Reconciles all capital project accounts by individual project and insures all Capital projects are accounted for separately and by consolidated total;
3. Maintains amortization schedules for all County borrowings;
4. Makes recommendations to correct or modify existing inefficient or improper department procedures;
5. Maintains and reconciles sales tax revenue received by the County;
6. Processes vouchers and claims for revenue for Orange County Community College;
7. Assists in the preparation of the financial report required by the State Department of Audit and Control;

8. Assists in preparation of the department's annual budget and the debt service budget;
9. Conducts special fiscal related studies and prepares reports and/or correspondence on findings.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of word processing and spreadsheet programs; good knowledge of accounting principles, practices, and techniques particularly as they relate to government fiscal operations; good knowledge of Federal, State and County laws and regulations relating to the keeping of accounting records; good knowledge of office terminology, procedures and equipment; good knowledge of departmental budgeting and adherence to same; good knowledge of accrual system accounting; ability to use and create spreadsheet and word processing documents; ability to maintain and audit accounting records including general journals and ledgers; ability to prepare financial and audit reports; ability to exercise sound judgment and perform with a high degree of accuracy; initiative; tact; physical condition commensurate with the demand of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, with an Associate's Degree in Accounting, Business Administration, or related field including or supplemented by 18 semester credit hours in accounting and two (2) years of paid experience in maintaining or auditing double entry books of a business, including the general ledger or maintaining governmental agency books involving appropriation accounting and the preparation of budget and financial reports; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and four (4) years of paid experience as described in (A) above.

**NOTE:** Two (2) years of experience is required and additional education beyond Associate's Degree level cannot be substituted for this experience.