

## **CHIEF ACCOUNTANT**

|                        |  |
|------------------------|--|
| <b>JOB CODE:</b>       | 2031   |
| <b>DEPARTMENT:</b>     | Tioga County Treasurer's Office                          |
| <b>CLASSIFICATION:</b> | Competitive  |
| <b>SALARY:</b>         | Non-Union salary grade                                   |
| <b>ADOPTED:</b>        | 03/11 Tioga Co. Personnel & Civil Service; revised 06/14 |

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves the responsibility for assisting the County Treasurer in the administration and supervision of the County Treasurer's office. The incumbent is appointed by the County Treasurer and serves as the Chief Accountant for the County. The Chief Accountant, in collaboration with the County Treasurer, is responsible for directing, administering, establishing, and maintaining the County's accounting and payroll system. The incumbent is expected to use professional judgment in giving advice and guidance to employees on operating the computer system and keeping the records. The work involves the use of complex accounting procedures to develop and implement improvements to the financial operation of the County. This position requires extensive computer related skills to manage the preparation of the County's Annual Financial Report. The incumbent works directly with the County's Federal Single Audit team in coordinating the Federal Single Audit, and recommends and coordinates with the cost allocation accountants to develop A-87 cost distribution. In addition, the incumbent must analyze, initiate, coordinate, and evaluate the County's fiscal policies for the County Treasurer and the County Legislatures. The Chief Accountant is responsible for insuring compliance with all Federal and State financial reporting and record keeping requirements. The work is performed under supervision from the County Treasurer through oral and written reports. General supervision may be exercised over the office staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Confers with Federal, State, and Local government officials on matters of finance and accounting;
- Maintains daily contact with department heads or their accounting staff to provide advice and direction to resolve problems;
- Directs the establishment and development of County-wide accounting policies and procedures;
- Directs and coordinates the development and maintenance of a central system of accounts for all County departments and agencies;
- Oversees the County's payroll system and its related central accounting systems;
- Analyses State and Federal legislation to determine the fiscal impact on the County, and assists in preparing and documenting the County Legislative responses;
- Coordinates County investment plans with the County Treasurer by providing a cash flow analysis in order to ensure adequate cash to meet County obligations;
- Assists the County Treasurer in meeting debt schedules, bond repayments, re-financing and conference calls with credit rating agencies;
- Develops fiscal forecasts and trend analyses to determine the impact on Tioga County;
- Plans, assigns, and reviews the maintenance of a wide variety of financial records and reports and instructs employees in the specialized details of this work;
- Handles complaints, suggests solutions to problems and prepares correspondence to those involved;
- Assists the Treasurer in the preparation of budget-related information, collection of data, completion of statistics and solution of fiscal problems;
- Supervises and reviews the checking of complex account keeping records and reports for procedural compliance, arithmetical and clerical accuracy, completeness, and proper extension;
- Advises department heads and members of the Legislature on acceptable and approved revisions to County financial records so as to remain in compliance with Federal and State guidelines and regulation;

## 2. Chief Accountant

- Advises local tax collectors and local fiscal officers on accounting problems related to their official duties;
- Compiles data and reviews claims from County agencies for Federal and State aid;
- Oversees the accounting for special functions and programs funded by the State and Federal governments;
- Responsible for preparing the most complex financial reports issued by the Treasurer;
- Directs the posting of all subsidiary ledgers and maintains the general ledger, recording all County fiscal transactions;
- Prepares the monthly trial balance from the general ledger, as well as reports on revenues and expenses;
- Reviews reports on all receivable accounts due to the County;
- Prepares monthly, quarterly, and annual reports for all County programs;
- Directs and supervises the implementation and maintenance of an integrated County-wide financial information system

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of GASB (Government Accounting Standards Board) requirements including, but not limited to, 34 and 45 requirements and implementation on the CAFR (Consolidated Annual Financial Report); thorough knowledge of the principles and practices of governmental accounting and auditing; thorough knowledge of modern methods used in keeping and checking financial records and reports; thorough knowledge of computers and various computer programs; thorough knowledge of office terminology, procedures and equipment; good knowledge and understanding of the principles of public finance and revenue collection; good knowledge of the County budgeting process; skill in analyzing fiscal problems and developing solutions; skill in preparing financial reports from fiscal records and other factual material; working knowledge of public administration; ability to plan, assign and supervise the work of account-keeping and clerical assistants; ability to develop and maintain working relationships with the County Treasurer, County Legislature, County Department Heads, financial officers from other jurisdictions, co-workers, and the general public; ability to effectively work with individuals who have conflicting opinions and interests on controversial matters of public interest; considerable ability to analyze technical, complicated financial matters and prepare responsive, objective options for consideration by the Legislature; ability to explain financial information to people with varying levels of financial knowledge and expertise; ability to establish and maintain effective working relationships with Federal, State and local officials.

### **MINIMUM QUALIFICATIONS (Either):**

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Accounting, Finance or Business Administration and two (2) years of satisfactory full-time paid (or it's part-time equivalent) accounting or auditing experience of a business involving the maintenance of double-entry books; **OR**
- (b) Graduation from a regionally accredited or New York state registered college or university with an Associate's degree in Accounting, Finance or Business Administration and four (4) years full-time paid experience (or it's part-time equivalent) as described in (a) above; **OR**
- (c) Graduation from high school or possession of a general equivalency diploma and six (6) years of full-time paid experience (or it's part-time equivalent) as described in (a) above; **OR**
- (d) Any equivalent combination of training and experience as defined by the limits of (a), (b) and (c) above.