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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : ACCOUNTANT
Code : 040085 CEF
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Competitive

GENERAL STATEMENT OF DUTIES

Directs and performs professional accounting functions in accordance with established procedures and regulations; performs related duties as required.

COMPLEXITY OF DUTIES

Under general direction of School District Business Manager or Assistant Superintendent for Business Affairs, the position is professional and involves independent performance of responsible financial account-keeping functions and may include the direction of a group of clerical assistants.

TYPICAL DUTIES

1. Assigns work to and supervises subordinates in an accounting section.
2. Supervises maintenance of a complete and systematic set of records for all financial transactions.
3. Prepares statistical data for administrative planning.
4. Prepares financial cost or other accounting statements.
5. Analyzes and evaluates financial statements and reports.
6. Works closely with immediate supervisor and management in preparation of budgets and accounting methods and procedures.
7. Reviews operations, methods, and procedures regarding use of electronic data processing for accounting functions, as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Considerable knowledge of generally accepted principles, theories and practices of accounting.
2. Ability to undertake professional accounting work.
3. Ability to supervise a clerical staff.
4. Ability to do detailed work rapidly and accurately.
5. Ability to prepare comprehensive reports.
6. Ability to understand the use and capabilities of data processing equipment in accounting applications.

MINIMUM QUALIFICATIONS

Training and Experience

Bachelor's degree from a regionally accredited or New York State registered college or university
with, either

- a. Major course work in accounting;
or
- b. Completion of at least 24 credits in accounting
and

One year of professional accounting experience.

NOTE: Experience, as outlined above, in excess of the one-year requirement may be substituted for college education on a year-for-year basis up to a maximum of four years.

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