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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : FIELD ACCOUNTANT
Code: 040105 CFF
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Competitive

GENERAL STATEMENT OF DUTIES

Plans and conducts field audits of books and records in all divisions of the Board of Cooperative Educational Services; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the position is professional and requires the use of judgment in applying prescribed procedures and practices in planning, organizing, and conducting audits, and in conducting systems function studies. Supervision is exercised over a professional and clerical staff.

TYPICAL DUTIES

1. Serves as Internal Auditor to the Board of Cooperative Educational Services.
2. Reviews, interprets, and applies controlling laws and administrative procedures and regulations to the audit of financial and fiscal records of the countywide installations and divisions of BOCES.
3. Examines books of original entry, ledgers, and supporting records to insure proper recording of transactions.
4. Inspects accounting systems to determine their efficiency and protective value.
5. Reviews records pertaining to material assets, such as equipment, buildings, or manpower to determine degree to which they are utilized.
6. Conducts systems function studies in all divisions of BOCES.
7. Analyzes data obtained for evidence of deficiencies in controls, duplication of effort, extravagance, fraud or lack of compliance with the Board's established policies or procedures.
8. Prepares reports of findings and makes recommendations to administrators.
9. Directs and supervises subordinate staff.
10. Assesses the audit implications of accounting guidelines issued by the State Education Department and the State Department of Audit and Control.
11. Serves on or as chairman of various task forces to design efficient and economical systems and procedures.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Thorough knowledge of accounting and auditing principles and methods and their application.
2. Considerable knowledge of office procedures, machines, and equipment.
3. Knowledge of and ability to apply laws, regulations, and contract requirements to audits.
4. Ability to secure and determine facts through investigation and to analyze, interpret, and evaluate findings.
5. Ability to organize and control efforts of subordinate professional and clerical

staff.

6. Ability to evaluate and organize audit findings to prepare a balanced, informative audit report.
7. Ability to establish and maintain effective working relationships with associates.
8. Ability to express oneself effectively, both orally and in writing.

MINIMUM QUALIFICATIONS

Training and Experience

Bachelor's degree from a regionally accredited or New York State registered college or university with major course work in Accounting
and

Three years of satisfactory professional auditing or accounting work in a public or private enterprise.

NOTE: Experience, as outlined above, in excess of the three-year requirement, may be substituted for college education on a year-for-year basis.

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