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**NASSAU COUNTY**  
**SCHOOL DISTRICTS**  
**CLASS SPECIFICATION**

**Title : JUNIOR ACCOUNTANT**  
**Code: 040083 CED**  
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**Competitive**

**GENERAL STATEMENT OF DUTIES**

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

**COMPLEXITY OF DUTIES**

Under general direction of an accountant, the duties require the use of independent judgment in following prescribed procedures in performing financial account-keeping functions and may include the direction of a group of clerical assistants.

**TYPICAL DUTIES**

1. Performs professional accounting functions as directed.
2. Assists in the preparation of all financial reports.
3. Assists in the preparation of budgets and financial forecasts.
4. Supervises clerical accounting staff, as required.
5. Acts for, and in place of, superior in his absence.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Knowledge of generally accepted principles, theories, and practices of accounting.
2. Knowledge of office practices and procedures.
3. Ability to interpret financial statements and prepare accounting reports.
4. Ability to perform detailed work rapidly and accurately.

**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.

**NOTE:** Professional accounting experience may be substituted for college education on a year-for-year basis up to a maximum of four years.

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