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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : SENIOR ACCOUNTANT
Code: 040090 CEK
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Competitive

GENERAL STATEMENT OF DUTIES

Performs professional accounting work at an advanced level in planning and supervising accounting activities; performs related duties as required.

COMPLEXITY OF DUTIES

Under the general direction of the School District Business Manager or the Assistant Superintendent for Business Affairs, the duties involve complex professional accounting work with responsibility for financial account-keeping functions and the direction of a group of professional and clerical assistants. Work is performed under general supervision and calls for considerable exercise of independent judgment in setting up and handling all accounting records for a large school district. This position differs from an Accountant more in degree of direction and supervision received than complexity of duties.

TYPICAL DUTIES

1. Assumes complete responsibility for school district fiscal accounting and procedures.
2. Instructs administration in proper budgeting and accounting procedures.
3. Sets up and maintains adequate accounting controls and a uniform system of accounts.
4. Reviews fiscal procedures and recommends installation of new procedures, methods and mechanical equipment.
5. Makes special studies and prepares special reports as required.
6. Supervises the work of clerical and professional staff.
7. Reviews operations, methods, and procedures regarding use of electronic data processing for accounting functions, as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Thorough knowledge of generally accepted principles, theories and practices of accounting.
2. Ability to adapt and apply established methods to varied accounting transactions.
3. Ability to supervise and coordinate work of clerical sub-professional staff.
4. Ability to do detailed work rapidly and accurately.
5. Ability to prepare complete and accurate accounting reports and procedure manuals.
6. Ability to devise accounting methods and procedures.
7. 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

Two years of responsible professional accounting experience.

NOTE: Experience, as outlined above, in excess of the two-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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