

New York State Department of Civil Service

DIVISION OF CLASSIFICATION & COMPENSATION

Occ. Code 0407450

Associate Accountant (State Accounts & Systems), Grade 23	0407450
Principal Accountant (State Accounts & Systems), Grade 27	0407550

Brief Description of Class Series

Accountants (State Accounts & Systems) perform professional accounting work to support the reporting and reconciliation of State accounts. These positions assist with the accountability and maintenance of all governmental operating funds, and conduct analyses of State financial data to review agency operations. These positions have statewide responsibility for ensuring all State and local entities are in compliance with regulations issued by the Governmental Accounting Standards Board.

These positions are only classified at the Office of the State Comptroller (OSC), within the Bureau of State Accounting Operations and the Bureau of Financial Reporting.

Distinguishing Characteristics

Associate Accountant (State Accounts & Systems): performs the full-range of accounting and financial reporting activities; trains and supervises lower-level accounting and/or support staff.

Principal Accountant (State Accounts & Systems): oversees an assigned unit of lower-level accounting staff; assists in the preparation of the State's annual financial statements.

Illustrative Duties

Associate Accountant (State Accounts & Systems)

Reporting to a higher-level accountant, assists in the review of legislation having a statewide fiscal or budget impact; assists in developing program requirements to track fiscal changes; drafts and publishes manuals and bulletins regarding operating policies, procedures, and standards and ensures staff compliance; develops and prepares monthly and annual financial statements; analyzes, reviews, and approves accounting transactions and bank activity; develops, implements, and maintains an accounts receivable system to facilitate accurate reporting by agencies; prepares financial

statements, analyses, and reports used for future transactions; establishes and maintains a system of internal controls; assists with audits of agencies' financial and accounting transactions; analyzes and reports financial data to the Legislature, banking institutions, State agencies, and other interested parties; performs program maintenance and enhancements to the Central Accounting System; ensures financial reporting is in compliance with State laws; and makes recommendations for future improvements needed to control cash management functions.

Principal Accountant (State Accounts & Systems)

Reporting to an Assistant Chief or Chief Accountant, oversees accounting reports, the analysis of financial data, and financial reporting of the State's financial activities; designs, develops, and implements procedures for accurate tax and revenue accounting and reporting; assists in preparing the annual budget request; provides monthly status reports on spending against the budget plan; coordinates with staff to ensure that all required information is included in State financial statements; assists in developing and maintaining a contact management and workflow processing system database; oversees the input and maintenance of all ledgers; prepares special reports, analyses, and position papers for management; reviews and makes recommendations for changes to the Statewide Financial System (SFS); represents the agency at various workshops and meetings; develops and applies training to OSC and other State agencies staff; provides expert technical assistance to management and outside government officials regarding accounting systems and operations; and reviews and recommends legislation to improve accounting operations and internal controls.

Minimum Qualifications

Associate Accountant (State Accounts & Systems)

Promotion: one year of service as a Senior Accountant.

Principal Accountant (State Accounts & Systems)

Promotion: one year of service as an Associate Accountant (State Accounts & Systems) or a Supervising Accountant.

Note: Classification Standards illustrate the nature, extent, and scope of the duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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