

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 0403900

Accounting Program Director, M-6

Brief Description of Class Series

Accounting Program Directors oversee and direct the accounting for, collection, and reconciliation of financial data to produce financial statements in accordance with applicable laws and regulations. These positions develop accounting and financial reporting policies, testify at public hearings, and provide expertise as an agency representative at conferences and other meetings.

These positions are classified only at the Office of the State Comptroller (OSC).

Distinguishing Characteristics

Accounting Program Director: serves as bureau director; manages a staff of accountants that oversee the systems and processes that provide budgetary control, financial information, cash management, and accounting and financial transaction workflow.

Illustrative Duties

Directs the accounting presentation, analysis, and financial reporting of State financial and accounting activities in accordance with policies, procedures, and standards.

Oversees the preparation of monthly, quarterly, and annual reports regarding financial reporting and operating results.

Directs the analysis and release of information related to the budget and actual financial results for State revenues, disbursements, and other financing sources.

Coordinates and supervises the annual updating of policy, procedure, and classification manuals.

Develops presentations for State agencies related to accounting and financial reporting.

Coordinates financial statement audits with independent auditors.

Analyzes auditor comments to implement improvements and enhancements.

Formulates, analyzes, and implements accounting and financial reporting policies and procedures.

Drafts and reviews position papers and written responses to various Governmental Accounting Standards Board (GASB) documents and proposed standards.

Interprets new legislation and tax codes and establishes revised accounting and financial reporting policies and procedures.

Regulates and approves procedures for accounting processes for all State funds and accounts.

Develops controls for all accounting and financial input data.

Reviews internal control policies to assess the quality of performance.

Directs the analysis, review, and execution of cash and reconciliation procedures for federal grant award authorizations and drawdown procedures.

Establishes accounting guidelines for managing federal funds.

Analyzes, reviews, and implements procedures to account for special State appropriations and budget legislation.

Coordinates staff review of various budgets and State financial plans.

Directs the accumulation and release of data for special reports to State agencies and interest groups on the status of State appropriated spending.

Directs the accounting for check and electronic payments made from State funds.

Approves all cash accounting controls for the release of State check payments, payroll direct deposits, electronic payments, and payroll withholdings.

Establishes policies and guidelines to ensure that all State transactions are reconciled to disbursement journals and payroll registers.

Directs the release of payments to payroll deduction agents and government tax authorities.

Provides expert technical assistance on matters of governmental accounting and reporting, debt management, cash management, and fiscal planning.

Directs the analysis and review of receipts to ensure money is distributed to proper Retirement System on a timely basis.

Makes final determinations regarding the maintenance of accounting system and general ledger records for all State appropriations, and revenues of the State.

Regulates the withholding of taxes from various types of retirement benefits for pensioners, beneficiaries, and other members.

Minimum Qualifications

Promotion: one year of service as a Chief Accountant.

Note: Classification Standards illustrate the nature, extent, and scope of 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 required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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