

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

Occ. Code 0200000

Accountant Aide, Grade 13

Brief Description of Class

Accountant Aides are paraprofessional positions that perform a variety of accounting and auditing activities to support the work of professional accountants and auditors. Their assignments are characterized by application of accounting and auditing procedures, guidelines, and standard practices. They assist in drafting segments of audit reports and correspondence, assist in analyzing and evaluating financial reports and documents, and verify accounting records.

Distinguishing Characteristics

Accountant Aide: paraprofessional position, performs assignments characterized by application of procedures, guidelines, and standard practices.

Related Classes

Program Aides perform a variety of substantive professional, technical, and administrative duties under the direct supervision and guidance of professional staff in agency-specific programs or in administrative areas such as finance, budgeting, or human resources. They perform lower level professional assignments that require specific program knowledge, and closely resemble those typically performed by professional staff in the same organization.

Auditors plan and conduct comprehensive audits, examinations, and appraisals of accounting records and financial affairs, of public, for profit, and non-profit organizations and businesses to ensure that accounts are maintained in compliance with governing laws, rules, regulations and contracts. Auditors determine the ability of the organization to conduct its programs efficiently and effectively; and evaluate internal controls and practices. These activities require the application of professional accounting and auditing standards and practices.

Accountants develop, implement, and maintain accounting systems and procedures to support an agency's accounting system, including the development, examination, preparation, analysis, and maintenance of financial and accounting records, reports, and supporting documentation.

Illustrative Tasks

Accountant Aide

Updates and reviews financial data and records.

- Reviews accounting and auditing reports and records and verifies the accuracy of calculations, balances, and supporting documentation.
- Creates and modifies automated accounting records and systems.
- Records, reviews, and reconciles accounting and other system transactions and data.
- Creates spreadsheets to support accounting and auditing systems and activities.
- Determines and verifies the accuracy of transactions, records, reports, and statements.
- Assists audit teams by reconciling inventory and cash on hand.
- Maintains and updates expenditures report logs.
- Reconciles cash and bank accounts.
- Prepares and disseminates voucher payments, budget errors, and other financial reports from the Statewide Financial System (SFS).
- Processes refunds and wire transfers.

Compiles and prepares financial reports and records.

- Compiles accounting records and reviews entries and supporting documentation.
- Prepares correspondence about accounting and auditing transactions, statements, appropriations, and revenue.
- Prepares and verifies supporting documentation and work papers.
- Drafts segments of audit reports and correspondence.
- Assists in analyzing and evaluating financial reports, documents, and accounting procedures.

Minimum Qualifications

Accountant Aide

Promotion: one year of service at Grade 5 or above, and six credit hours in accounting, auditing, or taxation and completion of a two-year traineeship.

Open Competitive: six credit hours in accounting, auditing, or taxation courses; and either one year of experience gathering, preparing and updating financial data, financial reports, and records; or reconciling accounts and data, reviewing accounting and auditing reports, and verifying accuracy of calculations, balances, and supporting documentation; or assisting accountants or auditors conducting financial and program audits by counting, verifying, and reconciling inventory and cash on hand, determining

and verifying the accuracy and propriety of transactions, records, reports, and statements, and completion of a two-year traineeship.

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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