

CITY OF NIAGARA FALLS
DEPARTMENT OF HUMAN RESOURCES
November 18, 2021

JOB VACANCY

<u>TITLE:</u>	<i>Accountant</i>
<u>DEPARTMENT/DIVISION:</u>	<i>Controller's Office</i>
<u>NUMBER OF VACANCIES</u>	One (1)
	Grade 20 \$24.6147- \$34.8401 per hour
<u>ELIGIBILITY:</u>	Open Competitive

DISTINGUISHING FEATURES OF THE CLASS: This is specialized professional accounting work in the control and coordination of municipal government financial accounts and related records for the City Controller. The incumbent assist the City Controller and Senior Accountant with various accounting/auditing activities, budget preparation, cost analysis, cost control and examining and analyzing city accounting records. Work is performed in accordance with generally accepted accounting principles and governmental accounting standards. Work includes reviewing data relating to assets, liabilities, income and expenditures. General supervision is received from the Controller or designee with leeway allowed for exercise of independent judgment in developing good auditing guidelines to ensure proper recording of transactions and compliance with applicable laws, internal policies and procedures, local ordinances, and agreements. A person in this class assists the City Controller in the formation of new and improved fiscal methods. The Accountant performs related work as required.

TYPICAL WORK ACTIVITIES:

Prepares, maintains and analyzes a variety of financial and statistical records and reports;
Aids in the preparation of the annual City Budget;
Prepares cost analysis of budget appropriations;
Functions as relief to payroll as needed;
Assists as a relief cashier as needed;
Inspects items in books of original entry to determine if proper procedure was followed in recording transactions;
Verifies general ledger balances by examining, analyzing and testing account activity and taking corrective action;
Performs bank reconciliations;
Counts cash on hand, inspects notes receivable and payable, negotiable securities and cancelled checks;
Assists with the preparation of and files reports concerning audit and financial records;
Assists with the management of grants, which may include Community Development funds;
Prepares and files reports concerning scope of audit, financial conditions found and source and application of funds;
Makes recommendations regarding improving operations and internal controls;
Assist in any related audits;
Audits and approves invoice vouchers submitted by vendors;
Periodically audits and examines books and records of City fund recipients;
Performs detailed internal audits and financial reports necessary to reflect the financial operations and conditions of the City.
Performs all other duties assigned by the Controller.

ACCOUNTANT (continued)

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern principles and practices of general accounting and auditing; good knowledge of municipal accounting and auditing principles and procedures; ability to prepare and analyze complex financial and statistical records and reports; ability to understand and carry out administrative directions; ability to deal effectively and courteously with people; integrity; tact and courtesy; good address; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's degree in Business Administration with a major in Accounting or Finance and two (2) years of experience in the field of accounting or auditing;

THIS NOTICE WILL BE POSTED FOR A PERIOD OF TEN (10) WORKING DAYS FROM NOVEMBER 18, 2021 THROUGH DECEMBER 3, 2021.

Karen Bush
Director of Personnel/EEO Officer
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