



CITY OF ALBANY  
HUMAN RESOURCES  
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**PLEASE POST CONSPICUOUSLY**  
July 5, 2016

TO: All City of Albany Departments & Divisions  
SUBJECT: Notice of Job Opening –

**Accountant II**  
**Treasurer's Office**

The **Treasurer's Office** has one (1) vacancy for the position of **Accountant II** at a rate of **\$42,758/year @ 37.5 hours/week.**

Applicants must meet the requirements as outlined in the attached job description. This position is a competitive class Civil Service position that may be filled on a provisional basis pending the outcome of the Civil Service examination.

Anyone who is interested in applying for this job should submit a resume AND application to the Department of Human Resources, City Hall, Room 301, Albany, NY 12207 or via e-mail to [HR@albany.ny.gov](mailto:HR@albany.ny.gov).

**EFFECTIVE 2/26/15 LOCAL LAW F – 2014**

***Section 62-1 of Chapter 62 of the Code of the City of Albany.***

*D. Residency for new employees. Except as otherwise provided by the section, the Common Council hereby establishes a residency requirement for all prospective employees of the City. Every person initially employed by the City of Albany, shall, as a qualification of employment, be or become a resident of the City of Albany within 180 days of the date of initial appointment for said City. Furthermore, employees hired after the effective date of this section shall continue to be a resident of the City of Albany throughout their employment with the City, and the failure to move into the City, shall be deemed a voluntary resignation. The City may require annual proof of residency from affected employees.*

**POSITION POSTED UNTIL FILLED.**

**An Equal Opportunity /Affirmative Action Employer**

## ACCOUNTANT II

**DISTINGUISHING FEATURES OF THE CLASS:** An incumbent in this class performs professional and supervisory accounting functions and has direct or indirect responsibility for the accounting functions related to the books and records assigned. There is considerable leeway in this position for the exercising of independent, professional judgment in the performance of assigned tasks. Work may require supervision of clerical and junior accounting personnel.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Performs professional accounting functions utilizing modern governmental accounting practices and procedures;
- Posts, maintains and insures accuracy of journals and accounts receivable ledgers.
- Prepares a variety of monthly and quarterly financial analysis and reports for management and outside parties;
- Prepares schedules required for the annual year-end audit and closing process;
- Supervises and instructs subordinate clerical and junior accounting staff in proper work methods and techniques;
- Conducts research and prepares recommendations regarding operations, internal controls, financial software, etc;
- Applies automated data processing techniques to departmental accounting procedures;
- Enters and retrieves information in an automated information system;
- Performs related work as required;

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of GAAP and GAAP, practices and procedures;
- Good knowledge of the principles and practices of maintaining computerized accounting systems and software applications;
- Working knowledge of automated data processing systems;
- Ability to develop and implement standard and special accounting methods, procedures, forms and records;
- Ability to apply established accounting and auditing principles and techniques;
- Ability to plan, supervise and evaluate the work of others;
- Ability to maintain and interpret accounts and records of a automated accounting system;
- Ability to design, prepare and analyze accounting records and reports;
- Ability to maintain confidentiality.
- High degree of accuracy;
  
- Sound professional judgment;
- Working knowledge of personal computers and office equipment;

- Physical condition commensurate with the demands of the position;

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree (or higher) in accounting or closely related field and one (1) year full-time paid satisfactory accounting experience; **OR**
- B. Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree in accounting or closely related field and minimum of 12 semester credit hours in accounting\* and three (3) years full-time paid satisfactory accounting experience; **OR**
- C. Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**SUBSTITUTIONS:** Satisfactory completion of 30 credits towards a Master's Degree in Accounting or closely related field may be substituted for one (1) year of experience.

\*A transcript of courses must be submitted if a candidate wishes to qualify under Section (B) of the minimum qualifications.

Revised: 11/30/11  
3/30/16