

## **STAFF ACCOUNTANT**

**DISTINGUISHING FEATURES OF THE CLASS:** This is important specialized professional accounting work in the control and coordination of financial accounts and related accounting records for the Niagara Falls Water Board. The work involves both technical and some supervisory work in directing the keeping of accounts and data including receipts and disbursements. This position is also responsible for the supervision of those financial activities related to the preparation and maintenance of payroll and some human resource functions. The employee in this class provides general supervision for all employees whose duties include payroll functions, responsible for cost distribution of payrolls, and adheres to budget appropriations of all payrolls. The employee is required to assemble by departments and divisions the payroll appropriations needed for budget preparation and is responsible for the completion of all payroll reports required by the Federal and State governments. The work is performed under the general direction of the Director of Financial Services in accordance with prescribed policies and procedures and in accordance with local ordinances and agreements. A person in this class assists the Director of Financial Services in the formation of new and improved fiscal methods, assists in the preparation and presentation of Executive Board reports and cost analysis, as required. Supervision may be exercised over the Director of Financial Services' clerical staff. The Staff Accountant performs related work as required.

### **TYPICAL WORK ACTIVITIES:**

Supervises employees working on payroll forms and records;  
Compiles cost analysis of payroll according to departmental appropriations;  
Prepares revised payroll when changes in employees' salaries or wages are made because of union agreements;  
Prepares payroll information for inclusion on future budgets;  
Computes salary and wage schedules when changes occur;  
Reviews payroll changes for adherence to budgetary requirements;  
Reviews the work of employees who check time sheets for accuracy;  
Prepares and transmits payroll wages via electronic transfers to all banks and transmits via electronic transfer all payroll taxes insuring timely payment;  
Reviews completed payrolls and prepares necessary journal entries to update the General Ledger and Accounts Payable.  
Prepares all payroll reports required by the Federal and State governments such as Form 941 and New York State Social Security form;  
Submits to Director of Financial Services department payrolls summarized by positions for the ensuing budget year;  
Evaluates the payroll control records and procedures of the various Water Board divisions to insure adherence to budgetary requirements;  
Prepares, maintains and analyzes a variety of financial and statistical records and reports;  
Audits and approves invoice vouchers submitted by vendors;  
Maintains accounting books and records and prepares financial statements;  
Conducts studies and surveys and prepares reports;  
Prepares financial data and accounting information for budget uses;  
Assists in the formulating of new and improved fiscal methods and procedures;  
Performs detailed internal audits and financial reports necessary to reflect the financial operations and conditions of the Water Board.

## **STAFF ACCOUNTANT**

(continued)

### **TYPICAL WORK ACTIVITIES:**

(continued)

Assists with administering and costing of all benefits for active and retired employees.  
Reconciles all bank statements to the General Ledger and prepares collateral reconciliations monthly.

### **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: EITHER**

(A) 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;

**OR**

(B) Graduation from a regionally accredited or New York State registered two-year college or university with an Associate's degree in Business Administration with a major in Accounting or Finance and four (4) years experience as defined in (A).

**NOTE:** At least two (2) years of appropriate experience is required; additional education beyond the Bachelor's degree cannot be substituted for the required two (2) years' experience. A minimum of an appropriate Associate's degree is required; additional experience beyond four (4) years cannot be substituted for an Associate's degree.