

## **ACCOUNTING ASSOCIATE III**

**JOB CODE:** 6932  
**DEPARTMENT:** Tioga County Departments  
**CLASSIFICATION:** Competitive  
**SALARY:** CSEA - Salary Grade VII  
**ADOPTED:** 02/14/17, Reso. 55-17

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for planning, assigning and supervising major account keeping activities and/or independently performing difficult and responsible account keeping functions electronically, on hard copy or both. Incumbents will use various financial software programs. Work is performed under general supervision in accordance with specific law, office rules, procedures and/or policies. Independent judgement is exercised in planning and carrying out the details of the work. Difficult technical or policy problems are referred to a supervisor for decision or review of judgment. This class differs from that of Accounting Associate II by the more difficult and complex nature of the assignments and the independence allowed in carrying out the work and/or by the supervisory responsibilities of subordinate staff. Does related work as required.

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

- Plans, assigns and reviews the maintaining and checking of a wide variety of financial records and reports and instructs employees in the specialized details of such work;
- Compiles required documentation for submission of claims;
- Prepares and processes billing for a department or for specific programs;
- Oversees the receiving and accounting for large amounts of money in payment for a variety of bills, taxes and related obligations;
- Revises and develops improved work procedures and methods and installs those approved by superiors;
- Handles complaints, suggests solutions to problems and conducts correspondence;
- Assists superiors in the preparation of budget information, collection of data, compiling of statistics and solution of personnel problems;
- Classifies a complex variety of receipts and expenditures and distributes costs according to a prescribed code;
- Reviews the checking of complex account keeping records and reports for arithmetical and clerical accuracy, completeness and proper coding;
- May perform complex payroll transactions or may prepare payroll for entire department and compile all related reports;
- Compiles, prepares and analyzes a variety of complex financial and statistical records and reports;
- Conducts correspondence in connection with financial matters;
- Operates calculator, peripheral computer equipment and other office equipment as needed.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:** Thorough knowledge of modern methods used in keeping and checking financial accounts and records, including financial computer software; thorough knowledge of office terminology, procedures, equipment and business English; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases at an acceptable rate of accuracy; ability to plan, assign and review the work of others; ability to understand and carry out complex oral and written directions; ability to make arithmetic computations involving fractions, decimals and percentages accurately; ability to analyze and organize complex data and prepare records and reports; ability to understand and interpret complex oral instructions and/or written directions; ability to develop effective working relationships and deal diplomatically with the public, subordinates, and other work contacts; ability to perform close, detail work involving considerable visual effort and concentration; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS** : Graduation from high school or possession of a high school equivalency diploma **and either**:

- a) Graduation from a New York State registered or regionally accredited college or university with an Associate's Degree in accounting, business, or a closely related field and one (1) year of full-time paid experience (or its part-time equivalent) in maintaining financial accounts and records;  
**or**
- b) Three (3) years of full-time paid experience (or its part-time equivalent) in maintaining financial accounts and records; **or**
- c) An equivalent combination of training and experience as indicated in a) and b) above.