



# City of Newburgh, New York

[www.cityofnewburgh-ny.gov](http://www.cityofnewburgh-ny.gov)

## **JUNIOR ACCOUNTANT**

**Provisional Appointment Pending Exam**

**Starting Salary: \$51,890**

**Excellent Benefit Package**

**GENERAL STATEMENT OF DUTIES:** Duties involve the performance of a variety of assignments relating to the maintenance of the City's accounting system. They include responsibility for maintaining and keeping in balance the general ledger, accounting for all revenues and expenses and having over-all charge of books of original entry and subsidiary ledgers for accounts contained in the general ledger. In addition incumbent prepares complex financial reports, assists with cash projections, month and year-end closings, budget preparation and bank reconciliations. The work is performed under the supervision of the City Comptroller in accordance with established procedures and requirements of relevant law and rules, involves the regular continuing supervision over others.

### **EXAMPLES OF WORK: (Illustrative only):**

Is responsible for maintaining the general ledger serving as a central record and control on a number of individual accounts; Maintains subsidiary ledgers on individual accounts, totals of which are contained in the general ledger; Has charge of books of original entry such as general journal, cash journals, etc.; Supervises the payroll preparation process; Prepares quarterly financial reports of balances of the appropriation accounts for all departments; Analyzes departmental expenditures; May be in charge of the accounting for special programs supported by funds from the State and Federal governments

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Good knowledge of modern accounting principles and practices; ability to prepare and maintain accounting records and reports; resourcefulness in applying accounting procedures and practices to problems encountered in work; ability to analyze accounting records and financial statements and to draw logical conclusions there from; good accounting judgment; ability to supervise the work of others; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS: Either;**

**A.** Bachelor's Degree and two years of full-time paid accounting or auditing experience which must have been in maintaining or auditing double-entry books of a business, including the general ledger, or in maintaining a governmental agency's books involving appropriation accounting and the preparation of budget and financial reports, or in the field of auditing such books. Or;

**B.** Associate's degrees and four years experience as described above;

### **SPECIAL REQUIREMENTS:**

Must be eligible for bonding.

Submit resume with cover letter to [mmills@cityofnewburgh-ny.gov](mailto:mmills@cityofnewburgh-ny.gov) thru August 24, 2010.

The City of Newburgh is an Equal Opportunity Employer.