

ACCOUNTING ASSOCIATE I

JOB CODE: 6930
LOCATION: Tioga County Departments & Jurisdictions
CLASSIFICATION: Competitive
SALARY: CSEA - Salary grade IV (Tioga County); Varies by location (School Districts & Municipalities)
ADOPTED: 02/14/17, Reso. 55-17; revised 01/01/20

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the performance of standard account keeping procedures in maintaining and checking financial accounts and records. The incumbent is responsible for entering and retrieving information using computer database/spreadsheet software. Routine assignments are done under supervision in accordance with defined procedures; detailed instructions are provided for new or unusual assignments. This class differs from an Accounting Associate II by virtue of the limited complexity of the work. The work is reviewed by observation, crosschecks, or by the immediate supervisor and by other steps in the account-keeping process. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Reviews a variety of documents such as claim forms, vouchers, bills, purchase orders to determine eligibility for payment or to verify accuracy of payment made, according to defined procedures and policies;
- Verifies all calculations and codes on documents;
- Posts figures to appropriate accounts in hard copy or electronically and verifies all data entered;
- Prepares correspondence, documents, records and other written material in draft form;
- Reconciles all entries, both credits and debits;
- Prepares simple financial or statistical reports from data entered, including status of accounts, current balances, cash received or paid;
- Produces data needed for state and federal reimbursement claims;
- Receives cash payments, issues receipts, prepares checks for disbursement, deposits funds into appropriate accounts, prepares reconciliation of balances and posts balance to appropriate ledgers;
- Deposits bank receipts and transacts other bank business;
- As directed, compiles required documentation for claim submissions;
- As directed, prepares and processes billing for a department or for specific programs;
- Provides routine information orally or in writing in response to inquiries on financial records;
- Files and maintains all records related to processing of payrolls, invoices, vouchers, bills and correspondence;
- May receive, balance or audit payroll time records;
- Operates calculator, peripheral computer equipment and other office equipment as needed;
- Assist the public in answering general inquiries.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of modern methods used in keeping and checking financial accounts and records, including computer financial software; working knowledge of modern 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 make arithmetic computations involving fractions, decimals

and percentage accurately; ability to analyze and organize data and prepare records and reports; ability to understand and interpret oral instructions and/or written directions; ability to perform close, detail work involving considerable visual effort and concentration; clerical aptitude; physical condition commensurate with the demands of the position.

2. Accounting Associate I

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency and one (1) year of full-time (or its part-time equivalent) clerical work experience maintaining financial accounts and records.

NOTE: Successful completion of coursework in accounting, business administration, or closely related field at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may be substituted for the required experience with three semester credit hours of related coursework as indicated above being equivalent to three (3) months of experience.