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Job Specification

SENIOR ACCOUNTANT

DEFINITION:

Under the direction of a Supervising Accountant or other fiscal officer, performs complex professional accounting work concerned with designing, maintaining, analyzing and operating accounting record and reporting systems in support of agency operations; does related work as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Performs more complex financial audits of documents and implements accounting functions, systems, policies and plans.

Monitors and inspects complex expenditures to ensure that all transactions comply with accounting and tax policies, procedures, recommendations and regulations.

Provides guidance to professional and clerical staff who perform accounting tasks.

Prepares required financial statements and fiscal reports including the compilation and analysis of data for monthly, quarterly and/or annual reports.

Conducts complex investigative book audits and financial record examinations.

Prepares and interprets budget requests and prepares current statements of allocations and disbursements of budgeted funds.

Conducts surveys to prepare recommendations for improvements, controls and other changes to improve the efficiency of accounting systems.

Audits and records expense invoices.

Conducts operational audits and edits cost reports and other financial summaries and statements.

Checks disbursements and controls adherence to contractual obligations.

Compiles, analyzes and prepares a variety of statements and reports for use in financial, budget and personnel planning.

Maintains essential accounting records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree including or supplemented by twenty-one (21) semester hours credits in professional accounting subjects.

EXPERIENCE:

One (1) year of professional accounting or auditing experience.

NOTE: Applicants who have satisfactorily completed (21) semester hours credits in professional accounting courses at an accredited college or

university may substitute accounting experience involving the operation and maintenance of large-scale systems of accounts for the remainder of the above educational requirement on a year-for-year basis with thirty (30) semester hour credits being equal to one year of experience.

NOTE: Possession of a valid certificate as a Registered Municipal Accountant or Certified Public Accountant issued by the New Jersey State Board of Certified Public Accountants or as a Certified Municipal Finance Officer issued by the New Jersey Department of Community Affairs, Division of Local Government Services may be substituted for the above educational requirement.

LICENSE:

Appointees will be required to possess a valid driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of generally accepted accounting theories, principles, methods, practices and equipment.

Knowledge of laws, rules, and regulations governing the operation and maintenance of accounts and their application to specific situations.

Knowledge of the techniques commonly used in analyzing, correcting and maintaining accounts.

Ability to analyze accounting problems, organize assigned work and develop effective work methods.

Ability to ensure that prescribed accounting procedures are followed.

Ability to provide technical advice and assistance to those charged with keeping financial records.

Ability to apply established accounting methods, procedures, interpretation, and facts.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

This job specification is applicable to the following title code:

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
03169@		L	C		N/A	24		-

This job specification is for **local** government use only. Salary range is only applicable to state government. Local salaries are established by individual local jurisdictions.