



OFFICE OF THE NASSAU COUNTY COMPTROLLER

240 Old Country Road
Mineola, New York 11501
Tel: (516) 571-2386 Fax: (516) 571-5900
nccomptroller@nassaucountyny.gov

TITLE:

Accountant II

GENERAL POSITION DESCRIPTION:

Accountant II performs complex and difficult professional accounting work; and performs related duties as required.

RESPONSIBILITIES:

Assists with the review and examination of the department budget. Instructs and advises departments with proper accounting of transactions in County's financial system. Prepares analyses as directed by Supervisor. Assists in the management of County financial records of capital assets. Assists with the preparation of the County's mandated reporting of Federal Awards.

Participates in conferences with superiors on general policy determination and makes recommendations on improving accounting and budgetary procedures. Prepares accounting and statistical reports of departmental operation. Provides estimates covering payment of principle and interest on bonds and interest for temporary financing of notes. Prepares trial balances at the end of fiscal period and reconciles such with other departments. Assists in preparing reports that review annual budget. Consults with agency heads and higher-level fiscal officials on department finances and fiscal affairs. Assists with the preparation of mandated County financial statements and other reporting requirements. Supports higher-level fiscal officials with projects and reporting. Prepares and assists in the review/posts entries into the County's financial system. Performs detailed analytics on financial data. Assists in vendor contract review.

QUALIFICATIONS:

Education and Experience:

1. Bachelor's degree from a regionally accredited or New York State registered college or university with, either;
 - A. A major in Accounting OR
 - B. Completion of at least 24-credits in accounting
2. AND three years of progressively responsible professional accounting experience.

ADDITIONAL INFORMATION:

Considerable knowledge of accounting principles and procedures.

Knowledge of the principles of office management and of governmental financial administration.

Knowledge of the use of accounting software applications.

Ability to solve a wide variety of accounting or fiscal problems.

Ability to evaluate, develop, and install new accounting forms, records, procedures, and controls.

Ability to express oneself effectively, both orally and in writing.

Ability to supervise subordinate employees.

Candidate must have proficiency in Microsoft Word, and EXCEL.

Nassau County Residency is required.

Permanency in the position is subject to passing a Civil Service examination and then being reachable via the Civil Service list process.

Starting Salary is \$56,669.

Location: 240 Old Country Road, Mineola, NY 11501.

TO APPLY: submit a cover letter and resume to NCComptroller@nassaucountyny.gov

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