



## **Accountant II – Nassau County Comptroller’s Office**

Accountant II responsibilities include professional accounting work and related duties as required. The Comptroller’s office is responsible for

Candidates must be residents of Nassau County to apply.

### **Key Responsibilities**

Under general supervision, the duties require the exercise of judgment in performing professional accounting work in the Comptroller’s Office including assisting and supporting accounting staff with required tasks and assist other County departments to understand accounting procedures.

- Prepares and assists in the review and approval of transactions entered into the County’s financial system, including entering expenditure vouchers for the Comptroller’s Office.
- Performs professional accounting work.
- Interacts and communicates with County department staff on department finances and accounting policies and procedures.
- Assists departments with proper accounting of transactions in the County’s financial system.
- Assists in the management of County financial records of capital assets.
- Assists with the preparation of the County’s mandated financial reports, such as the Annual Comprehensive Financial Report, Federal and NYS DOT Single Audits, NYS DOT Single Audit, NYS Annual Financial Report, Comptroller’s Mid-year Report and Review of County Executive’s Proposed Budget, and other reporting requirements, as needed.
- Supports accounting staff with ad hoc projects, reporting and annual external audit function.
- Performs analytics on financial data.
- Assists in contract reviews.
- Performs procurement for the Comptroller’s Office, as needed.

### **Performance, Knowledge, Experience, and Skills:**

- Experience in government accounting and reporting preferred
- Ability to express oneself effectively, both orally and in writing.
- Excellent time management capabilities.
- Attention to detail when examining documentation for accuracy and attention to detail in all aspects of the position.
- Interpersonal skills and the ability to build relationships at all levels within the enterprise.
- Knowledge of accounting principles and procedures.
- Ability to solve accounting or reporting problems.
- Ability to follow accounting practices, procedures, and controls.



- Must have proficiency in Microsoft Office, particularly Microsoft Excel.
- Ability to work accurately with numerical detail and analyze and consolidate accounting and financial data.
- Valid CPA license a plus.

**Education and Minimum Experience/skills:**

Master's degree from a regionally accredited or New York State registered college or university with a major in accounting and two (2) years of progressively responsible professional accounting experience.

OR

Bachelor's degree from a regionally accredited or New York State registered college or university with a major in accounting and three (3) years of progressively responsible professional accounting experience.

For consideration, please submit resume and cover letter to [NCcomptroller@nassaucountyny.gov](mailto:NCcomptroller@nassaucountyny.gov)

NASSAU COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

PERSONNEL CHOSEN FOR MERIT AND FITNESS WITHOUT REGARD TO RACE, RELIGION, SEX, AGE, NATIONAL ORIGIN, DISABILITY, MARITAL STATUS OR ANY OTHER BASIS PROTECTED BY LAW.