

ACCOUNTANT I
(ALBANY PARKING AUTHORITY)

DISTINGUISHING FEATURES OF THE CLASS: The incumbent performs accounting work in sustaining and reconciling various APA accounts. Unique to this position is the responsibility of the incumbent to classify continuous recurring revenue and expenses. Work assignments are received from the department head and/or higher level manager and work is performed within an established system of accounts. Supervision may be exercised over subordinate staff. Work is reviewed through analysis of accounts and records and through discussions on problems or details encountered.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Reconciles daily revenues by verifying the accounts, balancing cash against ledgers to assemble the daily deposit for each of the APA's accounts;
- Reconciles cash flow for all APA revenue;
- Accumulates data and may assist in the preparation of the budget and other fiscal and special financial reports;
- Assists in yearly Audit;
- Maintains bookkeeping databases and spreadsheets (as appropriate), and updates information as needed
- Processes, records and posts daily and monthly revenues
- Performs day to day financial transactions, including coding, processing, and reconciling invoices
- Works with Customer Service to set up new customer accounts and payment information
- Collects payment from customers and accurately record it into the systems
- Performs and manages collection efforts and associated functions for delinquent accounts
- Researches and corrects discrepancies
- Assists with month end closing and reporting
- Participates in year-end financial reporting processes as needed
- Assists in day to day data entry
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of City revenue sources and their corresponding accounts and funds;
- Good knowledge of basic accounting principles and practices and procedures;
- Good knowledge of office terminology, procedures and equipment;
- Good knowledge of personal computers and office equipment;
- Ability to accurately prepare and maintain general journals and ledgers;
- Ability to communicate effectively both orally and in writing;

- Ability to assist in the preparation of special periodic financial report;
- Ability to understand and follow detailed oral and written instructions;
- Ability to work accurately;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with a Master's Degree (or higher) in accounting, business administration or closely related field; **OR**
- B. Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree in accounting, business, or closely related field and one (1) year of experience in accounting, business administration or closely related field; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience in accounting, account-keeping, bookkeeping or auditing work; **OR**
- D. An equivalent combination of training and experience defined by the limits of (A), (B) or (C) above.