



County of Erie

MARK C. POLONCARZ
COMPTROLLER

EMPLOYMENT ANNOUNCEMENT OFFICE OF ERIE COUNTY COMPTROLLER JUNIOR TAX ACCOUNTANT

The Erie County Comptroller's Office is soliciting resumes and letters of interest from prospective applicants for the position of JUNIOR TAX ACCOUNTANT.

The position is in the Division of Accounting. This is a competitive position in the classified civil service. There is no existing Civil Service list for the title and a provisional appointment will be made until such time as the New York State Civil Service Commission and Erie County Department of Personnel schedule and hold an examination.

The position is Job Group IX, starting salary \$35,286, with a longevity step increase to \$37,546 after six months and annual longevity step increases thereafter.

Please find attached the position description, including the requirements for the position.

Interested applicants should complete the Erie County Application for Examination or Employment at <http://www.erie.gov/employment/pdfs/emplapp.pdf> and send that application along with letter of interest and their resume to: Erie County Comptroller Mark C. Poloncarz, 95 Franklin Street, 11th Floor, Buffalo, New York 14202, Attention: Timothy C. Callan.

For any questions concerning this position, please contact Timothy C. Callan, Associate Deputy Comptroller, at (716) 858-8404 or via electronic mail at callant@erie.gov

The County of Erie is an equal employment opportunity employer.

August 5, 2008

Junior Tax Accountant Office of Erie County Comptroller

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for maintaining and operating a set of general book of accounts including subsidiary ledgers and related tax accounting duties. The work is performed under general supervision of a higher-ranking accounting employee in accordance with prescribed procedures. Difficult and unusual technical problems or situations are referred to supervisors for assistance. Supervision is exercised over lower level technical and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Balances and codes daily cash receipts and disbursements;
Keeps records of trust funds, court funds, and court orders for receipt and payment;
Journalizes entries to the Department of Management and Finance;
Posts to general and subsidiary ledgers;
Apportions receipts to cities, towns and villages;
Assists with periodic ledger balances and trial balances;
Compiles fiscal report data;
Prepares departmental account statements;
Balances subsidiary accounts;
Keeps detailed records of claims;
Prepares a daily report of bank balances;
Receives and deposits cash and checks.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern methods of maintaining and checking financial accounts and records;
Thorough knowledge of principles and practices of single and double entry bookkeeping;
Thorough knowledge of office terminology, procedures and equipment;
Good knowledge of business arithmetic and English;
Good knowledge of modern accounting principles and procedures;
Working knowledge of legislation governing tax assessment and collection;
Ability to maintain complex financial records and to prepare reports;
Ability to make arithmetic computations rapidly and accurately;
Ability to understand and follow oral and written instructions;
Initiative and resourcefulness;
A high degree of accuracy;
Industry and dependability;
Physically capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's Degree in Business Administration or Accounting and one (1) year of experience in accounting, auditing or bookkeeping; or:

B) Completion of a minimum of 60 semester credit hours in accounting or business administration and three (3) years of experience in accounting, auditing or bookkeeping; or:

C) An equivalent combination of training and experience as defined by the limits of (A), and (B).

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full time experience requirements.