

# VACANCY ANNOUNCEMENT



## CITY OF MOUNT VERNON, NEW YORK RICHARD THOMAS, MAYOR

**POSITION: Senior Accountant**  
**DEPARTMENT: Department of Planning**

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The City of Mount Vernon is an equal opportunity employer and is committed to achieving full and equal opportunity without regard to race, religion, color, gender, physical or mental disability and sexual orientation. The City of Mount Vernon has a zero tolerance for sexual harassment or reprisal.

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**OPENING DATE: April 21, 2016**

**CLOSING DATE: Open Until Filled**

**SALARY RANGE: Up to \$68,868**

**Selected candidate will have to take Civil Service Test when scheduled.**

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**Distinguishing Features:** This position involves performing professional accounting duties in the development, examination, review, analysis or supervision of financial and accounting records. Knowledge of agency policies and procedures or a relevant body of laws and regulations is required. This position differs from Accountant because it involves the supervision of professional level accounting activities, development and information and/or by more complex, specialized accounting work. Work is performed under general direction of a higher level administrative employee with wide leeway allowed for the exercise of independent judgment in planning and carrying out assignments. Supervision is exercised over Accountants and clerical support staff.

**Typical Work:** (Illustrative Only) Develops new and revises existing accounting systems including transaction codes, report balancing, report general and system enhancements; designs or assists in the design or revision of accounting schedule forms or reports; acts as liaison to agency and non-agency staff regarding program operations; supervises and participates in the maintenance of a manual or automated ledger operation including books of account or general ledger, classification and recording of transactions; revises and monitors an effective system of internal auditing control; prepares complex financial and statistical reports; coordinates accounting functions with other units of City government.

**Full Performance, Knowledge, Abilities and Personal Characteristics:** Thorough knowledge of the principles and practices of general and governmental accounting; thorough knowledge of financial administration including budgeting and reporting; good knowledge of business arithmetic and English; working knowledge of trends and current developments in the field of accounting; working knowledge of the computerized application of accounting systems, both mainframe and personal computers; ability to operate a computer terminal; ability to plan and supervise the work of others; ability to plan and analyze financial records, reports and statements. Accuracy; good judgment; good physical condition.

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**ACCEPTABLE EXPERIENCE AND TRAINING:** A: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in accounting, business or public administration, economics or related field, including or supplemented by 18 credit hours in accounting, AND two years of accounting or auditing experience involving the maintenance or auditing of double entry books of a business, or in the maintenance of governmental agency books involving appropriation accounting and the preparation of budget and financial reports; OR B: Completion of a minimum of 60 semester credit hours at a regionally accredited or New York State college or university including or supplemented by 18 semester credit hours in accounting AND four (4) years of experience described in A above; OR C: An equivalent combination of training and experience as defined by the limits of A and B above.

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**Resumes and letters of interest should be addressed to:**  
**City of Mount Vernon- Department of Human Resources**  
**1 Roosevelt Square, Room 211**  
**Mount Vernon, New York 10550**  
**Or submitted via e-mail to: CMVJOBS@CMVNY.COM**