

Jurisdictional Class: Competitive  
Adopted: June 23, 2023

**JUNIOR ACCOUNTANT (SCHOOLS)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is entry-level professional work involving the performance of accounting, auditing, budgeting, and related record keeping duties in a school district. The incumbent assists Accountants and other higher level personnel with preparing and maintaining financial reports related to school district budgets, as well as monitoring the financial status of Federal and State grants. Work assignments may increase in level of complexity and responsibility as the incumbents' professional competence increases. The incumbent's work is reviewed in progress and upon completion by higher level accounting staff, and work is performed under the direct supervision of a higher ranking school district official. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Maintains accounting records in conformance with district policy, state and federal requirements;  
Reviews and checks account keeping records and reports for arithmetical and clerical accuracy and completeness;  
Assists Accountants in ledger keeping, journal accounts, and reconciling bank statements or accounts;  
Gathers information for Accountants to prepare financial and statistical reports, including annual reports required by the State Comptroller and the New York State Department of Education;  
Assists Accountants keeping records of receipts and expenditures from district departments or divisions;  
Provides information to district personnel with fiduciary duties in order to carry out their responsibilities;  
Receives, records, and deposits incoming revenues;  
Assists in reviewing monthly budgets to determine the status of unencumbered funds;  
Codes revenues and disbursements for entry in books of account;  
Identifies and works to rectify problems related to financial accounting matters;  
May occasionally assist other district departments or divisions with purchasing and accounts payable functions;  
Assists Accountants with monitoring State and Federal Grants;  
Reviews outstanding check listings and follows up on stale dated checks;  
Makes bank deposits and reconciliation;  
Performs special projects as assigned.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Good knowledge of modern accounting principles and practices;  
Working knowledge of office terminology, procedures, and equipment;  
Ability to accurately prepare accounting records, journals, ledgers, etc.;  
Ability to understand and carry out oral and written directions;  
Ability to organize and plan work as assigned;  
Ability to work well with others;  
Initiative;  
Sound judgement.

Junior Accountant (Schools)

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma, and either:

- (a) Completion of twelve (12) semester credit hours in accounting, math, business, or related field at a regionally accredited or New York State registered college or university; or
- (b) Two (2) years of work experience involving accounting, auditing, and/or purchasing.