



OFFICE OF THE NASSAU COUNTY COMPTROLLER

240 Old Country Road
Mineola, New York 11501
Tel: (516) 571-2386 Fax: (516) 571-5900
nccomptroller@nassaucountyny.gov

TITLE:

Accountant II - Comptroller

GENERAL POSITION DESCRIPTION:

Performs professional accounting work and fiscal services for the Office of the Comptroller; performs related duties as required.

RESPONSIBILITIES:

Performs professional accounting work and fiscal services for the Office of the Comptroller. Prepares and assists in the review and approval of transactions entered in the County's financial system. Interacts with County department staff to inform on department finances and accounting policies and procedures. Instructs and advises departments with proper accounting of transactions in 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, included but not limited to 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. Assists with projects, reporting and the annual external audit function, as required. Assists in contract reviews for all County departments. Assists with the input of the Comptroller's department annual budget. Performs detailed analytics on financial data. Enters expenditure vouchers for the Comptroller's Office. Prepares procurement requests for the Comptroller's Office, as needed. Assists with time keeping function for the Comptroller's Accounting Division.

QUALIFICATIONS:

Education and Experience:

1. Possession of a Master's degree with a major in accounting and Two years of satisfactory professional accounting experience.
- OR
2. Possession of a Bachelor's degree with a major in accounting and Three years of satisfactory professional accounting experience.

ADDITIONAL INFORMATION:

Considerable knowledge of accounting principles and procedures.

Knowledge of the principles of office management and of governmental financial administration.

Knowledge of the use of accounting software applications.

Ability to solve a wide variety of accounting or reporting problems.

Ability to follow accounting practices, procedures, and controls.

Considerable knowledge of and proficiency in the accounting, word processing and spreadsheet software currently used by the Accounting Division.

Ability to work accurately with numerical detail and analyze and consolidate accounting and financial data.

Ability to establish and maintain effective working relationships with associates and other departmental personnel.

Ability to express oneself effectively, both orally and in writing.

Nassau County Residency is required.

Permanency in the position is subject to passing a Civil Service examination and then being reachable via the Civil Service list process.

Starting Salary is \$53,581 with an increase at the end of 6 months to \$60,854 and at the end of the first year to \$76,652.

Location: 240 Old Country Road, Mineola, NY 11501.

TO APPLY: submit a cover letter and resume to NCComptroller@nassaucountyny.gov

EOE/MFDV PERSONNEL CHOSEN FOR MERIT AND FITNESS WITHOUT REGARD TO RACE, RELIGION, SEX, AGE, NATIONAL ORIGIN, DISABILITY, MARITAL STATUS, OR ANY OTHER NON-MERIT FACTOR