



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 IV - Comptroller

GENERAL POSITION DESCRIPTION:

Performs professional and administrative accounting duties; provides accounting standards guidance to all County Departments, to ensure that financial controls and reporting comply with Governmental Accounting Standards Board (GASB) and Generally Accepted Accounting Principles (GAAP) Federal, State, and local requirements; performs related duties as required.

RESPONSIBILITIES:

Performs professional and administrative accounting duties; provides accounting standards guidance to all County Departments, to ensure that financial controls and reporting comply with Governmental Accounting Standards Board (GASB) and Generally Accepted Accounting Principles (GAAP) Federal, State, and local requirements. Provides self-directed professional and administrative accounting and financial reporting, including problem solving. Reviews, instructs, and advises departments and offices with proper accounting of transactions in the Nassau County financial system, monitors the input of data to the financial software system by all County departments and offices for correctness and adherence to required approvals, controls, and compliance with accounting standards and regulatory requirements. Prepares accounting and other reports and analyses, as needed. Performs detailed analytics on financial data and supports the completion of mandated reports, including but not limited to the Annual Comprehensive Financial Report, Federal and NYS DOT Single Audits, NYS Annual Financial Report, Comptroller's Mid-year Report, and the Review of County Executive's Proposed Budget. Delegates tasks, demonstrates work, and trains employees on all levels with particular emphasis on professional accounting responsibilities and helps develop their capabilities. Confers on general compliance determinations and makes recommendations on improving accounting procedures. Participates in the external audit function by managing and assisting with audit requests. Assists with the preparation, review, and examination of the Comptroller's department annual budget. Assists in the management of, and accounting for, financial records of Nassau County capital assets.

QUALIFICATIONS:

Education and Experience:

1. Possession of a Master's degree with a major in accounting and
Five years of responsible professional accounting experience, including three years in a supervisory capacity

OR

2. Possession of a Bachelor's degree with a major in accounting and
Six years of responsible professional accounting experience, including three years in a supervisory capacity.

NOTE: Continuing possession of a valid New York State license to practice as a Certified Public Accountant may be substituted for two years of professional accounting experience. There is no substitution for the three years of supervisory experience.

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.

ADDITIONAL INFORMATION:

Considerable knowledge of accounting and auditing principles and procedures, and financial reporting.

Considerable knowledge of the accounting standards required by the Governmental Accounting Standards Board (GASB) or the Financial Accounting Standards Board (FASB).

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

Knowledge of the principles of governmental financial administration.

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

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

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

Ability to lead and train employees and to develop their professional skills.

Ability to use standard accounting, word processing and spreadsheet software.

Ability to maintain records and prepare reports.

Starting Salary is \$69,647, with an increase at the end of 6 months to \$79,064 and at the end of the first year to \$99,513.

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

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