



Mayor Jared M. Kraham

Office of the Civil Service Commission

Kent Drake-Deese, Personnel & Safety Director

*Richard A. Bucci, Commissioner
Catherine Furner, Commissioner
Eileen Fitzgerald, Commissioner*

CIVIL SERVICE COMMISSION MEETING AGENDA
Personnel/Civil Service Office, 38 Hawley Street, Binghamton
3:00 pm Wednesday, August 21, 2024

- I. Call to Order:

- II. Approve the minutes from the August 7, 2024 meeting

- III. New Business:
Staff Accountant job description update

- IV. Next meeting: September 18th

- V. Adjournment:



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CIVIL SERVICE COMMISSION MEETING MINUTES **Personnel/Civil Service Office, 38 Hawley Street, Binghamton** **3:00 pm Wednesday, August 7, 2024**

- I.** Call to Order: 3:00 PM
- II.** Present: Richard Bucci, Eileen Fitzgerald, Kent Drake-Deese, Jaime Allen and Bob Heary (First Assistant Corporation Counsel) Absent: Catherine Furner
- III.** Approve the minutes from the July 17, 2024 meeting
Motion: Fitzgerald
Second: Bucci
- IV.** New Business:
Assistant Corporation Counsel job description update by Corporation Counsel Sophie Bergman.
Bob Heary, First Assistant Corporation Counsel, explained they are cleaning up some of the language and updating the job spec to reflect the position more accurately.
Motion: Fitzgerald
Second: Bucci
All in favor
- V.** Other Business:
Eligible lists established for: Bookkeeper, Account Clerk II, Junior Accountant, Senior Account Clerk Typist and Confidential Senior Account Clerk for the Binghamton Johnson City Joint Sewage Treatment Plant
Motion to accept: Fitzgerald
Second: Bucci
- VI.** Next meeting: August 21st @ 3 pm
- VII.** Adjournment: 3:06 pm
Motion: Fitzgerald
Second: Bucci

STAFF ACCOUNTANT

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for maintaining the accounting records of a governmental agency according to established accounting procedures and practices. The incumbent oversees financial transaction, installation and maintenance of accounting systems, payroll procedures and preparation of reports and fiscal analyses. Work is performed under general direction of the Comptroller and ~~Deputy Assistant~~ Comptroller with leeway allowed for the exercise of independent judgment in planning and carrying out assignments. Supervision may be exercised over clerical support staff. Does related work as required.

TYPICAL WORK ACTIVITIES: Establishes and oversees accounting procedures and internal controls for asset and liability accounts, revenue and expense accounts, and quality accounts to ensure compliance with accounting standards and operating procedures; Applied accounting theory to account for revenues, expenditures, transfers, accounts payable, accounts receivable, and inventory in accordance with GAAP/GASB to accurately report the results of agency operations; Verifies source documents for accuracy, completeness, authorization, and coding as well as proper application of fees, refunds, collections and discounts in order to verify general ledger balances, reconcile subsystems to the general ledger and identify accounting system problems or weaknesses; Reviews financial transactions and applies accounting theory and principles to ensure compliance with GAAP/GASB and applicable laws, rules, policies, and procedures; Reconciles accounts, initiates corrective actions and formulates and recommends system and process changes through evaluation, analysis of problems and application of accounting theory; Monitors budget balances, identifies issues and assists Comptroller/~~Deputy Assistant~~ Comptroller in corrective actions in order to inform and support program and departmental managers; Confers with financial and data processing staff in order to maintain effective accounting policy and processes and resolve accounting discrepancies or disputes associated with account balances and reconciliations, reporting clarifications, payment authorizations, expenditures and budget balances; ~~Serves as a backup to Payroll Clerk in the event of absence or illness in preparing and processing semi-monthly and bi-weekly payrolls;~~ Reviews ordinance database and Estimate and Apportionment meeting minutes for required accounting responses to transfers, allocation changes or ledger and budget modifications; Monitors and records grant activity to assure cash and expense transactions as directed properly.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the principles, practices and terminology of general and governmental accounting.
- Good knowledge of financial administration including budgeting and reporting.
- Working knowledge of officer terminology, practices and procedures.
- Working knowledge of trends and current developments in the field of accounting.
- Ability to review reports, find and define problems and propose solutions.
- Ability to cope with stringent deadlines.
- Ability to devise and maintain accounting systems.
- Ability to prepare and analyze complex financial and statistical records, report and statements.
- Ability to prepare and present complex and oral and written reports clearly and concisely.
- Ability to plan and supervise the work of others.
- Ability to operate a personal computer and relevant programs.

MINIMUM QUALIFICATIONS:

- 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 semester credit hours in accounting; **OR**
- B) Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree in Accounting and three years of practical work experience providing complex technical support to professional accounting staff; **OR**
- C) Six years of practical work experience providing complex technical support to professional accounting staff.

NOTE: Accounting coursework must include successful completion of Principles of Accounting I and II, Intermediate Accounting 1 & 11, plus two other accounting related courses. Experience must demonstrate comprehension and application of Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) guidelines and must demonstrate the ability to (1) classify and analyze financial data and records for the purpose of business financial planning; (2) design, recommend, and implement modifications of accounting methods, procedures, forms and records; (3) prepare financial statements and reports such as balance sheets and other operating statements; and (4) analyze accounts and accounting relationships that result in complex accounting entries.

Adopted: 1/30/13