

NEWBURGH ENLARGED CITY SCHOOL DISTRICT
DATE AMENDED: 10/8/91
DATE AMENDED: 6/8/93
DATE AMENDED: 9/14/93

JUNIOR ACCOUNTANT

GENERAL STATEMENT OF DUTIES:

Performs complex and technical accounting work in the School District; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

These duties involve

JUNIOR ACCOUNTANT Page 2

MINIMUM QUALIFICATIONS: EITHER;

A. 1) Satisfactory completion of a full two year course with a diploma in accounting from a business school registered by the NYS Education Department; OR

2) A degree including a minimum of 12 credit hours in accounting from a regionally accredited or NYS registered two year college;

AND

3) Three years of satisfactory full-time paid accounting or auditing experience, two years of which must have been in maintaining or auditing double-entry books of a business including the general ledger or in maintaining a governmental agency's books involving appropriation accounting and the preparation of budget and financial reports or in the field auditing of such books.

OR

B. Graduation from a regionally accredited or NYS registered four year college or university with a bachelor's degree including or supplemented by the completion of 24 credit hours in accounting.