

# CITY OF UTICA

# NOTICE OF VACANCY

## THE CITY OF UTICA

announces that a vacancy exists in the City of Utica for

## ACCOUNTANT

**Salary:** \$50,248 - \$56,283

**Classification:** CSEA, Competitive Position  
Membership in the NYS Retirement System is Mandatory  
Eligible for Health Insurance and Dental Insurance

**DISTINGUISHING FEATURES OF THE CLASS:** This entry level professional work involves performing professional accounting work including the maintenance of accounting records, preparation of reports and the establishment of new account systems. Incumbents may also assist an administrative superior or higher-level professional accountant in changing or establishing new accounting procedures, interfacing with computerized accounting systems, and in some instances, independently establishing less complex systems or procedures. The work is performed under general supervision and requires independent judgement on technical accounting performs, but may be reviewed upon completion for overall standard performance and is subject to periodic audit. Supervision of others is not a usual feature of this class. Does related work as required.

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

Performs internal audits on accounts, invoices and expenditures to prove mathematical correctness;  
Prepares entries necessary to close accounts;  
Enters data and reviews procurement documents to verify completeness and accuracy of documents;  
Maintains a varied and complex set of accounting records, and assists in the preparation of portions of financial statements from accounting records;  
Takes monthly trial balances and reconciles with the monthly bank statements;  
Prepares reports;  
Reconciles general ledger accounts;  
Records, posts, and maintains accounting records on a personal computer;  
Keeps records of receipts and expenditures and allocates receipts to proper funds;  
May assists a higher-level accountant with establishing new accounting systems and procedures;  
May assist in preparing a department budget;  
Performs a variety of related duties as necessary for the efficient execution of functions of the department.

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

Thorough knowledge of accounting principles and procedures and ability to apply such knowledge to accounting transactions; thorough knowledge of office methods and procedures and familiarity with the use of standard office equipment; thorough knowledge of the general principles of public finance administration, including budgeting and financial reporting; ability to prepare complete and accurate accounting reports and statements; ability to perform detailed work; including written or numeric data and to make arithmetic calculations rapidly and accurately; ability to understand and carry out complex oral and written directions; ability to establish and maintain effective relationships with employees; ability to understand and follow oral and written directions; mental alertness; good judgment; neatness; accuracy; tact and courtesy. Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Accounting, Business Administration, Economics or a closely related field; OR
- B. Graduation from a regionally accredited or New York State registered two year college or university with an Associate's Degree in Accounting, Business Administration, Economics or a closely related field AND two (2) years of experience in professional accounting or financial auditing.

**Applications:**

Applications should be submitted to Civil Service, Utica City Hall, 1 Kennedy Plaza, Utica, New York 13502.

*For more information about this position, please call the Deputy Comptroller at (315) 792-0277.*

*This posting is for filling a position on a provisional basis, a Civil Service Exam will be scheduled in accordance with NYS Civil Service Law.*

Applicants must be residents of the City of Utica.

**THE CITY OF UTICA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

It is the policy of the City of Utica to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, military status, genetic predisposition, carrier status, political affiliation or belief.

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