



City of Rochester (NY)
Accountant/Part-Time

SALARY	\$26.10 - \$33.82 Hourly	LOCATION	Rochester, NY
JOB TYPE	Part-Time	JOB NUMBER	25FY0322PLA06
DEPARTMENT	Rochester Public Library	BUREAU	Central Library
OPENING DATE	03/18/2025	CLOSING DATE	3/31/2025 11:59 PM Eastern

General Description

Employees in this accounting position are responsible for the maintenance and analysis of accounts and the preparation of financial reports. Direct supervision is received with an allowance for the exercise of independent judgment in accordance with established objectives, policies and procedures. Work is performed using both automated and manual accounting systems. Supervision may be exercised over a small number of clerical personnel. Related work is performed as required.

LOCATION;

Central Branch

Monday thru Friday: 9:00am-1:00pm

Typical Work Activities

- Maintains general records of accounts including general and subsidiary ledgers, making adjustments or entries and preparing financial summaries;
- Develops and updates financial reports using personal computer software such as spreadsheet and database programs;
- Confers, in person and in writing, with internal accounting and clerical personnel, departments, municipalities and businesses relative to accounting matters;
- Prepares, independently, standard or specialized financial reports;
- Verifies claim vouchers for payment;
- Advises others as requested regarding automated financial systems, according to established accounting procedures;
- Integrates and reconciles manual records with automated accounting systems;
- Sets up accounting systems to ensure compliance with federal regulations and state requirements for grant accounting and reporting;
- Takes trial balances;
- Instructs others on methods for routine posting, filing and related accounting activities.

Minimum Qualifications

High School Diploma or Equivalent, **PLUS:**

Bachelor's Degree **PLUS** one (1) year of experience in accounting or auditing;

OR

Associate's Degree **PLUS** three (3) years of experience in accounting or auditing;

OR

Four (4) years of experience in accounting or auditing

*A degree in Accounting can be substituted for one (1) year of experience.

Employer

City of Rochester (NY)

Address

30 Church Street
Room 103A
Rochester, New York, 14614

Phone

585-428-7115

Website

<http://www.cityofrochester.gov>