

DESCRIPTION: Under general supervision, performs full-performance professional and technical level accounting work in the day-to-day maintenance of accounts and/or financial records in one or more established accounting/financial management systems; assists in developing, revising and operating an accounting/financial management system; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the first classification level of three in the Accountant class series. Positions at this level perform work in one or more existing accounting/financial management systems completing day-to-day traditional accounting transactions and using accounting theory and principles to analyze and interpret data to formulate conclusions and recommendations about current and future financial conditions and needs. Additionally, incumbents in this class are expected to perform transactional accounting work typical of the Accounting Clerk class series in addition to the work described herein. Positions allocated to the Accountant II class manage one or more standalone accounting/financial management systems or work in an environment that is frequently changing or has multiple funding sources, to resolve system issues, develop policies and procedures and provide technical assistance to other accounting staff. Positions in the Accountant III class provide administrative direction to professional and technical accounting staff and other business partners of a free standing, complex accounting/financial management system and related functions and have responsibility to plan, design and carryout fiscally related programs, projects and studies agency wide. The Accounting Clerk class series performs clerical accounting transactions not requiring knowledge of professional accounting theory and/or principles. Accounting Clerk II's process moderately complex, technical accounting and financial data transactions.

This class is distinguished from the Budget Officer class series by this series' primary focus of planning, organizing and controlling an agency budget and other fiscal reporting systems. Positions allocated to the Business Manager class series have responsibility to coordinate a variety of business functions including accounting, budgeting, personnel and procurement operations. Positions allocated to the Accounting and Finance Manager class have overall responsibility for the budgeting, accounting, controlling and assessing of funds for an entire agency or large, distinct component of an agency's financial operations.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do these examples include all the duties that may be assigned.)

Extracts, compiles, organizes and analyzes financial data from vouchers, ledgers, journals and other accounting documents and databases to develop and prepare spreadsheets, reports, statements and other financial documents or files to assist management in analyzing, financial planning, forecasting and decision making.

Compiles financial data necessary to develop budget proposals; recommends/suggests budget proposals based on analysis of data compiled; assists management in planning and administering funds; monitors budget and provides ongoing reports to management.

Advises staff members and persons outside the agency on fiscal matters by providing interpretations of existing agency policies and procedures electronically, telephonically, on paper or in person to answer inquiries, clarify matters in question, and to interpret and/or mitigate adverse pressures or influences.

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Analyzes, interprets and applies appropriate federal and State rules, regulations and standards to ensure compliance in accordance with prescribed accounting principles, theories and concepts.

Reviews and interprets data on vouchers, invoices, computer printouts, and other source documents, files or databases to ensure the information is accurate and complete in compliance with established agency policies and procedures to identify possible adverse and other financial conditions.

Reviews accounting transactions for completeness and accuracy; reconciles account discrepancies and independently prepares resolutions to correct discrepancies performing account adjustments and posting to correct business unit and object code as needed.

Posts data to ledgers, journals, databases and/or worksheets to establish and maintain records of all financial transactions.

Balances and/or reconciles ledgers, journals, worksheets and accounts to verify that posting is complete and accurate.

Collects moneys, writes receipts, codes and posts transactions to proper accounts, and stores moneys in cash drawer for deposit with State Treasurer to ensure proper accounting and safekeeping of funds; works with vendors/customers to resolve invoice and statement discrepancies.

Performs and processes multiple front-end, transactional accounting processes including entering data onto forms and other accounting/financial documents or databases to ensure proper accounting of funds; coding vouchers for identification; computing amounts to be disbursed/collected and applying established collection, discount and/or refund procedures; sorting and filing correspondence and records to ensure uniform storage and generating standardized reports.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: the principles and practices of accounting theory and double entry accounting concepts and procedures; generally accepted accounting principles (GAAP); accounting systems; the methods of filing and maintaining accounting records; word processing and spreadsheet computer software programs; database management.

Skill in: listening to and understanding information received; using mathematical methods or formulas to compare and analyze data; developing and applying equations and/or formulas; compiling data from multiple sources into a single, comprehensive document or report.

Ability to: learn and apply the principles and concepts of specific agency programs, regulations and procedures of an accounting system; learn and apply GAAP practices and standards; communicate with agency staff and the public to provide and elicit information; classify accounting transactions, maintain, and reconcile accounts, close accounts and prepare reports and statements; extract data from established accounts and prepare accounting reports and financial statements; review accounting documents for completeness and conformance with specific requirements and to take the appropriate corrective action when necessary; design reports and financial statements; compute and compile financial data involving the use of addition, subtraction, multiplication, division, percentages, and fractions; operate office equipment such as personal computers, scanners, photocopiers and desk calculators.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Post high school coursework in accounting, finance, business administration or related field or vocational school OR experience performing accounting, functions including interpreting and analyzing financial data.

SPECIAL NOTES:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).

Specific positions in this class may require an employee to possess a valid driver's license or the ability to provide independent authorized transportation, in order to perform work-related travel.