

DESCRIPTION: Under limited supervision, develops, revises, implements, and operates one or more free standing accounting/financial management systems and consults with agency administrators regarding financial matters; performs full-performance professional accounting work involving a wide variety of accounting and related financial tasks; 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 second classification level of three in the Accountant class series. Positions at this level 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. Incumbents in this class may also be required to perform transactional accounting work typical of the Accounting Clerk class series in addition to the work described herein. Positions allocated to the Accountant I class complete day-to-day traditional accounting transactions within an existing accounting system and use accounting theories and principles to analyze and interpret data to formulate conclusions and provide recommendations. Positions in the Accountant III class provide administrative direction of a free standing, complex accounting system and related functions and have responsibility to plan, design and carryout fiscally related programs, projects and studies. The Accounting Clerk class series performs clerical or technical accounting transactional work not requiring knowledge of professional accounting theory and/or principles.

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 system.

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.)

Surveys and studies one or more agency accounting/finance management systems and identifies the need to develop recommendations and plans to modify existing systems or designs and installs new systems that will more effectively meet agency goals and objectives.

Develops and disseminates instructions, manuals, and procedures relating to the accounting, budgeting, and financial reporting functions of one or more complex agency accounting/finance management systems.

Advises agency personnel concerning accounting procedures and policies to answer inquiries and to provide professional guidance in the resolution of accounting problems.

Consults with and advises management on financial matters to exchange information, to identify the characteristics and impact of financial conditions or problems, and to formulate possible solutions.

Interprets appropriate federal and State laws, rules, regulations, and standards to ensure compliance and efficient operation in accordance with prescribed accounting principles, theories and concepts.

A19212 – ACCOUNTANT II (continued)

Extracts, compiles, studies, analyzes and interprets 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, budgeting, and decision making.

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

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..

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.

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: professional accounting principles, theories and practices; generally accepted accounting principles (GAAP), practices and standards; research practices and techniques; budgeting techniques and methods; record keeping methods; word processing and spreadsheet computer software programs; computerized accounting software; federal and State laws and regulations applicable to accounting/finance operations.

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

Ability to: apply the principles of accounting, statistics, and fiscal management; learn and apply the principles and concepts of specific agency programs, policies and operating details of an accounting system; prepare a budget; 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, photocopiers and desk calculators; manage funds and provide financial and budget recommendations; analyze data and draw conclusions; organize and present facts and opinions so others will understand; communicate to exchange and elicit information.

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

Associates degree in accounting, finance, business administration, statistics or related field and experience with accounting/financial management systems OR 2 years experience with professional accounting procedures including developing and modifying accounting/financial management systems.

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).