

DESCRIPTION: Under administrative direction, independently administers all aspects of an agency's financial management program or a large, complex free standing accounting system; analyzes and interprets financial data and consults with agency administrators regarding agency financial matters; may supervise professional accounting staff or lead other staff in the completion of professional and technical accounting work; 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 third and final classification level of the Accountant class series. Positions at this level provide administrative direction 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. Incumbents work with a high level of discretion and makes decisions on a regular and ongoing basis independent of others review. 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 allocated to the Accountant II class manage a standalone accounting system or work in an unstable environment resolving system issues, developing policies and procedures and providing technical assistance to other accounting staff. The Accounting Clerk class series performs clerical accounting transactions not requiring knowledge of professional accounting theory and/or principles.

This class is distinguished from the Budget Officer class series by the 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.)

Plans, designs, implements and monitors for future improvements accounting structures, reporting and procedural instructions for an extensive accounting system or comprehensive fiscal management program; performs research and implements system improvements.

Schedules, distributes and guides the work assignments of professional and technical accounting staff in accordance with established work flow/assignment requirements; monitors and reports on work performance against established timetables and quality standards.

Trains professional, technical and clerical accounting staff, as directed, in specific task and job practices and procedures of accounting to improve and maintain the performance levels of these employees.

Analyzes and validates financial data within a large, complex agency accounting system; compiles and compares information to provide fiscal projections and forecasts affecting significant agency resources.

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Develops, disseminates and modifies policies, procedures, instructions and manuals relating to the accounting, budgeting and financial reporting functions of a large, complex agency accounting system or comprehensive financial management program.

Develops non-standard reports and financial statements to reflect the relationships of data entered into an accounting system or other financial management program; identifies trends and responds to deviations from standards implementing corrective action plans as needed.

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.

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

Advises agency professional and technical accounting staff, business partners and senior managers concerning accounting procedures and policies to answer inquiries and to provide professional guidance in the resolution of accounting problems.

Analyzes changes in technology; surveys and studies agency accounting systems and needs to develop plans to modify existing systems or designs and installs new systems that are cost effective and will more effectively meet agency goals and objectives.

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.

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; budgeting techniques and methods; project management procedures; principles and techniques of public relations; research practices and techniques; record keeping methods; federal and State laws and regulations applicable to accounting/finance operations; computerized accounting software; the principles and techniques of leading and/or supervising professional level staff.

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; interpret and apply State and federal fiscal policies and procedures; learn and apply the principles and concepts of specific agency programs, policies and operating details of an accounting system; manage funds and provide financial and budget recommendations; organize and present facts and opinions so others will understand; communicate to exchange information and ideas and to promote agency needs, plans, and objectives; analyze and interpret financial data and draw conclusions; plan and direct an accounting and/or fiscal management program; evaluate the soundness of financial practices and compliance with State and federal laws and regulations.

A19213 – ACCOUNTANT III (continued)

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

Bachelor's degree in accounting, finance, statistics, business administration or related field;

OR

Associates degree in accounting, finance, statistics, business administration or related field and two years experience with professional accounting procedures;

OR

Four years experience with professional accounting procedures including developing public accounting systems, modifying public accounting systems, and financial management consultation.

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).