

### Class Concept

Positions in this class supervise professional level accountants and administrative staff in addition to clerical and/or technical staff engaged in accounting and related fiscal work. Incumbents examine, analyze and interpret accounting systems by applying generally accepted accounting principles in order to modify and maintain agency accounting systems, prepare financial reports or statements and give fiscal advice to management. Incumbents also may directly perform accounting tasks that are the most complex or which involve extensive problem resolution, research or analysis of accounting data, and/or correcting accounting errors.

This class is distinguished from the higher class of Accounting Manager in that the level I is responsible for the day-to-day supervision of staff and processes whereas the level II is responsible for a broader range of management activities, including strategic collaboration with other management staff on policies, procedures, and other fiscal and budgetary matters.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Thorough knowledge of the department's accounting structure.
- Thorough knowledge of accounting principles and practices and theories of accounting, auditing, budgeting or financial management and knowledge of trends and merging technologies/automation.
- Thorough knowledge of government accounting, auditing, and reporting requirements.
- Thorough knowledge of the state's appropriation, budgetary, and accounting systems.
- Thorough knowledge of governmental finances, programs and institutional fund accounting.
- Thorough knowledge of state and federal laws and regulations applicable to the area of employment.
- Thorough knowledge of state governmental fiscal and budgetary processes.
- Thorough knowledge of office management and organizational concepts.
- Ability to manage and direct complex financial management systems.
- Ability to interpret and analyze financial data and reports.
- Ability to interpret complicated federal and state statutes, rules and regulations pertaining to applicable programs.
- Ability to communicate effectively and disseminate information to senior management.

#### Minimum Education and Experience

Bachelor's degree in accounting, or a degree in business administration, finance or public administration or a related discipline from an appropriately accredited institution with 18 semester hours of accounting coursework; and five years of professional accounting experience in the preparation of interpretive or analytical accounting/ financial statements; of which at least one is supervisory; or equivalent combination of education and experience.

Some positions may require certification as a Public Accountant.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.

