

## **ADMINISTRATIVE OFFICER III**

### DEFINITION:

This is administrative work in managing, formulating and compiling of financial or budgetary data, or information that affects employee salaries and administrative services. An employee performs many functions, such as personnel officer, liaison between agencies and supervises other employee's work.

### DUTIES (NOT ALL INCLUSIVE):

Requests proposed budget information from units and activity centers.

Prepares budgetary data for higher level officer.

Prepares purchase orders and many vouchers.

Reviews and approves expenditures of activity centers.

Prepares information on general ledger sheets for activity centers maintaining running balances of funds by using the Financial Management System.

Plans, coordinates, directs, and supervises the work of a clerical staff.

Makes appointments and attends budget preparation functions. Determines cost centers and budgetary needs.

Performs other related duties.

### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of accounting principles, practices and procedures.

Knowledge of Departmental rules, regulations, laws, acts relative to department activities.

Knowledge of budget preparation.

Knowledge of basic computer, typewriter, and other office machines.

### SUPERVISORY CONTROLS:

Supervisor allows employee to define own work schedules; unusual problems are discussed with higher level supervisor.

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### GUIDELINES:

Guidelines are Department's Operating Manuals, policies, procedures, laws and acts relative to the work involved.

### COMPLEXITY:

Complexity involves budgetary items and/or fiscal transactions.

### SCOPE AND EFFECT:

The purpose of the work is to facilitate management functions and activities in a variety of fiscal and budget transactions.

### PERSONAL CONTACTS:

Personal contacts are with co-workers, employees from other government agencies, and vendors.

### PURPOSE OF CONTACTS:

To advise, provide or obtain information.

### PHYSICAL DEMANDS:

Work occasionally requires considerable stamina such as the budget preparation.

### WORK ENVIRONMENT:

Work is performed in an air conditioned office with some disagreeable conditions.

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MINIMUM QUALIFICATIONS:

Graduation from a college or university with major work in Business Administration or a related field, including nine (9) credits in Accounting,

OR:

Associates Degree with nine (9) credits in Accounting, plus two (2) years in commercial or governmental accounting work.

OR:

Two years work experience as an Administrative Officer II or a related capacity.

DATE: \_\_\_\_\_

APPROVED: \_\_\_\_\_  
DIRECTOR

SA/DOF