

ACCOUNTANT III

DEFINITION

This is professional accounting and supervisory Work in directing or coordinating major accounting or fiscal operations.

Employees in this class direct or coordinate major accounting or fiscal operations of an agency, act in the capacity of assistant to the chief fiscal officer in a medium size state agency, or supervise a section of the accounting operations of a large agency. Exceptions may be in specialized positions where no supervisory duties are involved. Work usually includes the preparation of budget estimates, the development and installation of procedures and techniques, and the training and instruction of new employees. Accounting is usually standardized by established regulations and procedures, but employees must use sound technical judgment in determining the accuracy and completeness of financial information obtained. Questions of policy and major deviations from established procedures are referred to superiors.

EXAMPLES OF WORK PERFORMED (Any one position may not include all of the duties listed, nor do the examples cover all of the duties which may be performed.)

Examines, analyzes, and reconciles numbers and figures which relate to expenditures and receipts from source documents such as warrants, vouchers, deposit slips, requisitions, and receipts, using calculators and journals, ledgers, bookkeeping machine following Standard Operating Procedures to determine accuracy, final balance, and to isolate costs of particular activities.

Supervises accountants I, II, account clerks, clerks, typists, stenographers in preparation of financial documents, such as journals, ledgers, vouchers, warrants, financial schedules, reports, and in implementation of departmental procedure using calculators, bookkeeping machines, etc.

Provides and/or requests verbal or written information such as letters, narratives, or financial reports, and manuals, person-to-person and tele-communications pertaining to policies, procedures, audits, investigations, financial positions, and results of operations as an assigned responsibility.

Reads historical accounting documents, audit report, local codes, attorney general's opinions, court orders, federal regulations, official minutes, organizational policy and procedures manuals, to be familiar with agency's history; audit recommendations, and laws affecting agency's operations.

Assembles data received from computer printouts, program guidelines, and relevant personnel in order to produce budget projections.

Formulates policy and procedures concerning internal and external accounting and other pertinent matters in order to insure uniform application, evaluate management efficiency, and improve the accounting system.

Accountant III Cont'd

KNOWLEDGES, SKILLS & ABILITIES

Ability to recognize similarities and differences in narrative and financial statements and regulations (changes in federal regulations, local laws, ability to compare statements of different operations).

Ability to organize, summarize, and classify information (organize and establish alpha-numeric filing, organize work schedule based on demands and priorities, organize reports and source documents according to generally accepted accounting principles).

Ability to apply federal/local regulations, laws, guidelines instructions, accounting principles, standard auditing procedures, etc.

Ability to apply principles of office and personnel management, such as salary administration, counseling, interviewing, rules enforcement, employee evaluations and training, establishing workflow, scheduling, and identifying problems.

Ability to devise and install accounting methods, techniques, and procedures.

Ability to instruct and supervise other clerical and accounting employees of a lower grade.

Ability to prepare complete and accurate accounting reports and statements of considerable complexity.

Ability to maintain harmonious relationships with other employees and the public.

QUALIFICATIONS

Any combination of training and experience equivalent to:

Graduation from a four-year college or university, including a minimum of 15 semester hours of college level accounting courses.

Considerable progressively responsible professional accounting experience.