

ACCOUNTING OFFICER

KIND OF WORK

Professional accounting work.

NATURE AND PURPOSE

Under general supervision/procedural control, functions as a fiscal officer of a small department, institution, or major division, or as an assistant to higher-level accounting personnel in a large fiscal operation; develops, maintains, and interprets financial information systems; analyzes and interprets fiscal data to provide a wide range of clearly-defined accounting services; may provide leadwork direction to Account Clerks, Accounting Technicians, or clerical employees engaged in fiscal operations; performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Assists in the development and preparation of budgets and spending plans to meet division or agency objectives and fiscal requirements by generating and analyzing fiscal data; exercising financial control over expenditures and receipts; discussing identified problems with supervisor; and adjusting the budget if necessary.

Monitors division or agency fiscal processes to insure compliance with state and federal laws, and generally accepted accounting principles by analyzing and interpreting federal and state regulations, as well as departmental fiscal policies; collecting and utilizing fiscal data from a statewide accounting system; developing additional systems, if necessary, to meet generally accepted accounting principles; and preparing financial statements and analyzing, interpreting, and reviewing financial reports with management.

Assists management and/or higher-level accounting personnel to resolve a variety of complex fiscal problems or questions by answering questions relating to fiscal policies and procedures; gathering fiscal data for special reports or inquiries; analyzing and interpreting financial data; and recommending alternative solutions.

Maintains and assists in developing cost accounting systems to reflect accurately the costs of program operations by assisting management to design cost accounting systems and procedures; computing and analyzing factors and costs; and maintaining cost and income records.

Compiles and interprets fiscal data to assist in federal, legislative, and/or internal audits by serving as the agency liaison for auditors; responding to informational inquiries; and developing worksheets and supporting financial schedules.

Schedules, distributes/balances, and guides the work assignments of co-workers, in accordance with established work flow/assignment requirements, to assist supervisory staff in the timely accomplishment of the assigned workload, by reviewing staff workloads to ensure fair distribution and efficiency; and identifying problems and recommending solutions.

Trains co-workers, as directed, in specific task and job practices and procedures to improve and maintain performance levels by communicating timetables and quality standards for tasks; and providing instruction on policies and procedures as needed.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Generally accepted accounting principles and practices and bookkeeping sufficient to analyze and interpret fiscal data.

Budget terminology and principles sufficient to assist in preparing a division or agency budget.

Statewide accounting (or comparable) system sufficient to compile, analyze, and interpret fiscal information for use by management.

Auditing principles and procedures sufficient to provide information to assist in the audit of a division or agency.

Ability to:

Use office machines and equipment such as computers and other data processing equipment to gather and compile data.

Prepare and interpret complex fiscal reports and records.

Interpret federal and state laws and departmental fiscal policies.

Develop and maintain effective working relationships with management, other staff, and auditors.

Est.: 04/40
Rev.: 02/50, 05/84

T.C.: 05/66
Former Title(s): Accountant II