

ACCOUNTING OFFICER, SENIOR

KIND OF WORK

Professional accounting work.

NATURE AND PURPOSE

Under limited supervision/procedural control, maintains large state-federal or state-county accounts, oversees a major statewide accounting function in a large department, or directs the accounting division of a state agency to coordinate the various phases of accounting services; develops procedures and policies for the work involved; usually provides leadwork for Accounting professional, para-professional, and bookkeeping employees; 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.)

Prepares and/or directs preparation of biennial budgets, annual operating budgets, and interim fiscal documents to meet agency/department needs and objectives by interpreting, analyzing, and distributing budget instructions and reports; regularly reviewing all budgets submitted for errors and for adherence to department policy and legislative intent; analyzing budgeted amounts, expenditures, and deviations from previous budgeting and spending levels; and auditing and approving financial and budget documents.

Establishes and maintains various accounting systems to ensure effective and efficient fiscal services by comparing long- and short-range activity program recommendations; developing and implementing accounting office procedures; conducting financial analysis for economical distribution or redistribution of agency resources; and planning and implementing computerized fiscal service systems.

Regulates and monitors department contracts, leases, and grants for compliance with state regulations and department policies by advising activity managers on the methods of establishment and implication of contracts; reviewing all contracts, leases, and/or grants for budgetary compliance; preparing or directing preparation of encumbering documents; and maintaining accurate file records.

Develops financial reporting systems for state, federal, and other funding sources to comply with state and federal auditing and reporting requirements by preparing budgets for federal grant requests, financial plans, and expenditure reports; establishing accounting and documentation procedures; and assisting grantee agencies with recording procedures under federal grant programs.

Controls receipts from all state agencies entered into the Statewide Accounting System to monitor revenue and estimates to determine state's cash flow by daily reconciling all receipts from State Treasurer's Office to be entered into the Statewide Accounting System; classifying
Accounting Officer, Senior

all receipts according to state laws and Department of Finance procedures; and verifying daily that all receipts are counted for in each respective fund.

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 REQUIRED

Knowledge of:

Generally accepted accounting principles and practices sufficient to coordinate various phases of department/agency accounting functions.

Statewide (or comparable) accounting systems sufficient to integrate department/agency internal accounting systems with statewide and/or federal systems.

Budgeting policies and practices sufficient to prepare or direct preparation of, review, and analyze biennial and annual operating budgets and internal fiscal documents.

Ability to:

Analyze fiscal reports for adherence and conformance to federal laws, state statutes, and department policies.

Audit and interpret financial and budget documents.

Prepare and interpret complex fiscal records and reports, recognize problems, and effect solutions.

Relate accounting systems to overall functions of the department/agency.

Direct work activities of co-workers and monitor and report on work performance.

Establish and maintain effective working relationships with managers, other employees, and the public.

Est.: 05/66
Rev.: 01/77, 04/81, 06/84, 4/12
Checked: 06/91

TC:
Former Title(s):