

ACCOUNTING OFFICER, INTERMEDIATE

KIND OF WORK

Professional accounting work.

NATURE AND PURPOSE

Under limited supervision/procedural control, serves as a divisional fiscal officer or as a fiscal systems specialist in areas such as cash flow, budget development, and/or agency purchasing to provide specialized accounting services for a moderate or large department, institution, or major division; may provide leadwork direction to para-professional or first-level professional accounting personnel; 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.)

Coordinates all activities of a specialized unit within a large accounting section to maintain proper control and uniformity and to ensure procedures are established and maintained by evaluating budget activities and expenditures; reconciling department records with statewide accounting reports; analyzing and monitoring changes in operational trends and making recommendations based on those trends maintaining a set of control accounts to verify accuracy of transaction records.

Develops and prepares budgets and spending plans for programs with limited scope and/or for parts of broader budgets to meet divisional/program or agency objectives and fiscal requirements by generating and analyzing fiscal data; exercising financial control over expenditures and receipts; conducting periodic budget reviews with management; and adjusting the budget if necessary.

Monitors departmental and/or activity cash flow to ensure adequate operating balance by identifying excesses or deficiencies of funds, and/or other problems; analyzing disbursement trends; and recommending and implementing accounting procedures to maintain proper balance.

Controls agency purchasing to ensure all purchases conform to federal, state, and departmental requirements, and are properly reflected in the accounting system, by analyzing and interpreting applicable federal and/or state laws and department policies; developing, recommending, and implementing internal procurement procedures; reviewing expenditures for accuracy and timeliness; and advising program and activity managers of concerns and/or problems.

Assists in the development and renewal of federal grants and cooperating agreements to ensure sufficient funds are available to meet department and activity needs by reviewing requests for compliance with federal and state laws and department policies; analyzing and interpreting fiscal data; developing and implementing new procedures to solve problems; and monitoring cash flow.

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.

Monitors and reports on the work performance of co-workers to determine overall conformity to established timetables and quality standards and to document and communicate employee production levels and training needs by applying departmental management and supervision guidelines and objectives, and appropriate union contract provisions, rules, and regulations; and using interpersonal relations skills.

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 apply them to specialized accounting activities.

Budgeting principles sufficient to prepare, analyze, monitor, and review department or activity budgets.

Statewide (or comparable) accounting systems sufficient to analyze and monitor operational trends.

Federal grants procedures and policies sufficient to assist in the development and renewal of department funding grants.

Ability to:

Analyze and interpret federal and/or state laws and department policies.

Interpret and analyze fiscal reports and records.

Develop and implement accounting procedures to resolve problems.

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

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

Est.: 01/70
Rev.: 07/73, 05/84
Checked: 06/91

T.C.:
Former Title(s):