CLASSIFICATION SERIES:
Accountant Occupation Series

CLASSIFICATION CODE/PAY GRADE:
66482/28

BARGAINING UNIT:
ACE

Accountant 2

SERIES PURPOSE: The purpose of the Accountant occupation is to develop and coordinate and/or perform a variety of fiscal and/or auditing tasks to ensure proper control and compliance with applicable laws, rules, and accounting standards.

CLASS CONCEPT: The class works under general supervision and requires considerable knowledge of accounting in order to perform internal audits; examines processes, documentation, and rationale behind recorded figures to ensure standard accounting procedures are followed and/or to maintain accounting systems, solve accounting problems, and participate in the development of accounting systems and procedures.

JOB DUTIES: Incumbents may perform some or all of these duties or other job-related duties as assigned.

Performs internal audits, makes adjustments to journals and final reports; inputs data, verifies entries, and monitors receipts and disbursements.

Makes cost calculations and analysis for fiscal control, develops cost accounting methods, develops and/or recommends procedures and programs for accounting system, consults and assists in computing and compiling field reports and other special projects as assigned.

Prepares financial and budgetary reports, statements, and other statistical and operational reports as requested.

Establishes and maintains accounting systems, solves accounting problems, and participates in design and development of accounting systems, procedures, and policies.

Analyzes records, reports, and statements to determine financial condition of agency; makes budget and cost projections based on analysis; assists in budget preparation and control.

Participates in maintaining fiscal records, posting to ledgers and journals, processing vouchers, invoices, and carrying out other accounting functions.

Effective 03/15/2020
Prepares complex financial reports and statements.

Carries out a variety of related fiscal responsibilities; coordinates inventory control and purchasing activities; assists in development and preparation of contracts, etc.

Performs and/or participates in internal auditing of financial records to assure accuracy.

Performs other related duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of: internal audit procedures*; business administration or accounting; applicable state and/or federal regulations governing documents processed, reviewed and/or prepared*; public relations*.

Skill in: use of calculator and personal computer.

Ability to: apply principles to solve practical everyday problems; gather, collate and classify information about data, people or things; complete routine forms and prepare standard reports and business correspondence; handle routine and sensitive inquiries from and contacts with other government officials, general public, claimants and/or providers.

(*)Developed after employment.

**MINIMUM QUALIFICATIONS:** Bachelor’s degree in Accounting, Business Administration or a related field; or a High School Diploma or GED and a minimum of two years of experience in fiscal and/or budgetary management and control.

**REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES:** None

**PHYSICAL REQUIREMENTS:** In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform sedentary work.

**SEDENTARY:** work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs may be defined as Sedentary when walking and standing are required only occasionally and all other Sedentary criteria are met.

**UNUSUAL WORKING CONDITIONS:** Not applicable

Effective 03/15/2020