

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV32950
Job Class Code:	001	Salary Schedule:	ASRGAOAT
EEO Category:	02	Grade:	01
Workers Comp Code:	8803		

Job Code Established:	10/01/97	Effective Date:	
Job Code Revised:	03/23/98	Effective Date:	

JOB CODE SERIES: Accounting Series

JOB CLASS TITLE: STATEWIDE ACCOUNTANT TRAINEE

HRIS TITLE: STWD ACCOUNTANT TRNE

WORK DESCRIPTION: Under close supervision of an ADOA/GAO accountant, performs entry-level professional accounting work using Generally Accepted Accounting Principles (GAAP) and learning the pronouncements of the Financial Accounting Standards Board (FASB) theories and concepts of a governmental environment and is generally assigned limited duties including reconciliation of discrepancies in accounting records or control mechanisms; review of accounting records and transactions to ensure conformance to statutes, statewide fiscal rules and accounting system procedures, agency policies and procedures, and professional principles; authorizing transactions; adjustment and balance of accounts and/or assisting in the preparation of the Statewide Annual Financial Report (AFR), Statewide Comprehensive Annual Financial Report (CAFR), and monitoring accounts to ensure sufficiency of funds, proper expenditure of funds, and conformance with state rules and regulations and requirements; and reconciliation and identification of problems relating to the statewide payroll system.

This position is expected to be competent in the basic understanding of accounting principles and to raise questions about unusual or questionable items. Assignments are designed to gain practical experience in governmental accounting.

WORK ACTIVITIES: Performs entry-level analysis of accounting and reporting systems, procedures, policies and methods for inclusion in the statewide automated financial systems.

Reviews basic supporting data provided by state agencies, boards and commissions for accuracy which is utilized in the preparation of the statewide comprehensive annual financial report, statewide annual financial report.

Uses the statewide automated accounting systems and applications to conduct basic testing of system enhancements and modifications.

Reconciles payroll funds and prepares required state and federal payroll tax reports.

Maintains currency of accounting theory, practices and law by attending classes, seminars or other educational courses and/or related publications.

May approve basic accounting entries for entry onto the statewide automated accounting system or stand alone personal computer based applications affecting financial schedules.

Performs related work as required.

WORK CONDITIONS: No unusual work conditions. May require occasional travel.

SUPERVISION: Reports to RUCO Director

WORK RESULTS/PRODUCTS: Reconciliations; agency tracking documents; research for use in the AFR/CAFR; problem identification; testing of the automated system; and other entry level work products.

RESPONSIBILITY: For assuring that all work activities of the unit are accomplished in a timely, accurate and professional manner; effective management and supervision of staff; provisions of training for staff

AUTHORITY: Limits of assignments are clearly defined, methods of procedure are specific, and items to be referred to supervisor are noted and identified.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: GAAP and other related publications; the principles, concepts, practices, methods and techniques of accounting, internal control structures, accountability, and fiscal management; research methodologies and spreadsheet techniques.

Skills/Ability to: interpersonal skills; spreadsheet development; oral and written communications.