

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV32951
Job Class Code:	001	Salary Schedule:	AREG
EEO Category:	02	Grade:	19
Workers Comp Code:	8803		

Job Code Established:	10/01/97	Effective Date:	10/01/97
Job Code Revised:	08/01/07	Effective Date:	<u>07/14/07</u>

JOB CODE SERIES: Accounting Series

JOB CLASS TITLE: STATEWIDE ACCOUNTANT I

HRIS TITLE: STWD ACCOUNTANT I

CHARACTERISTICS OF THE CLASS: Under supervision of an ADOA/GAO accountant, position applies Generally Accepted [Accounting Principles \(GAAP\)](#) and [Governmental Accounting Standards Board \(GASB\)](#) theories and concepts in a governmental environment. Performs assignments mandated by statute that may include: assisting with the development of statewide financial systems for use by all budget units; consolidation and elimination of data when compiling information to be used for various statewide Federal and financial reports; application of statewide federal requirements (e.g., OMB Circulars); and reconciliation and resolution of problems relating to the statewide payroll system. Performs basic assignments in conformance with GAAP or other specific accounting requirements and other related functions as necessary.

EXAMPLES OF DUTIES: Individual positions may be responsible for some or all of the listed duties and/or other related duties. Performs basic to intermediate analysis, interpretation and evaluation of accounting and reporting systems, procedures, policies and methods for inclusion in the statewide automated financial systems. Reviews basic to intermediate supporting data provided by state agencies, boards and commissions for accuracy and appropriateness which is utilized in the preparation of the statewide comprehensive annual financial report, statewide annual financial report, statewide Federal reports, and other statewide reports. Uses the statewide financial systems and applications to retrieve and review data files, analyze and compile the information derived into a standard format for internal and external management use. Develop spreadsheets depicting statewide financial information and applies system test package techniques to assure accuracy of system modifications. Participates in the testing of design, modification and enhancement of the statewide financial systems such as Arizona Financial Information System-AFIS and Human Resources Information Solution – HRIS and other statewide processes.

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 standard accounting entries for entry in the statewide financial system or stand alone personal computer based applications affecting financial schedules. May compose draft correspondence which replies to inquiries. Performs related work as required.

WORK CONDITIONS: No unusual work conditions. May require travel. [Most travel is minimal.](#)

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: GAAP, GASB, and other related publications; the principles, concepts, practices, methods and techniques of government accounting, internal control structures, accountability, and fiscal management; the methods and techniques of development of data processing relating to large financial systems; reference materials such as federal regulations, Arizona Revised Statutes, applicable agency

manuals including the ADOA/GAO Statewide Accounting and System manuals, policies and procedures; research methodologies and spreadsheet techniques.

Skill/Ability to: work organization and accomplishment; analysis and interpretation of financial data; work techniques required to maintain accounting records through automated accounting systems (includes personal and mainframe computer skills); interpersonal skills; spreadsheet development; oral and written communications.