

CLASSIFICATION SPECIFICATION

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| FLSA: | NEXP | Job Code: | ACV32952 |
| Job Class Code: | 001 | Salary Schedule: | AREG |
| EEO Category: | 02 | Grade: | 21 |
| Workers Comp Code: | 8803 | | |
| Job Code Established: | 10/01/97 | Effective Date: | |
| Job Code Revised: | 08/01/07 | Effective Date: | 07/14/07 |

JOB CODE SERIES: Statewide Accountant Series

JOB CODE TITLE: STATEWIDE ACCOUNTANT II

HRIS TITLE: STWD ACCOUNTANT II

CHARACTERISTICS OF THE CLASS: Under general supervision of an ADOA/GAO accountant, this journey to senior level accountant exercises practical experience and professional judgment in applying Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing Standards (GAAS), Government Accounting Standards Board (GASB) theories and concepts in a statewide governmental environment. Performs assignments mandated by statute that may include: supporting all facets of the development and testing of a statewide financial system for use by all budget units; researching and compiling data in response to public information requests; based on management requests, researching and drafting statewide accounting policies and procedures; compiling and analyzing data to be used in the Statewide Annual Financial Report (AFR), the Statewide Comprehensive Annual Financial Report (CAFR), the financial report to the citizens of the state and other statewide reports; preparing the Statewide Schedule of Expenditures of Federal Awards; drafting footnotes for the AFR/CAFR; gathering, analyzing and compiling the annual Statewide Cost Allocation Plan (SWCAP); providing staff support for internal control reviews and investigations; assisting the agencies JLBC and OSPB in financial problem resolution.

Performs assignments which are more complex involving medium to large state agencies, adjusting to changing work environment which is complicated by the need to provide and coordinate separate or specialized accounting treatment and/or reporting. Generally this position will serve as a lead to a group of professional and/or technical staff within a unit of ADOA/GAO.

EXAMPLES OF DUTIES: Individual positions may be responsible for some or all of the listed duties and/or other related duties. Drafts and/or reviews technical bulletins and policies and procedures to ensure integrity of statewide financial data and consistency in application of statutes and other related laws and/or regulations; drafts initial recommendations to the agencies on policy and procedural improvements. Gathers, analyzes and compiles data for use in the statewide cost allocation plan. Prepares draft plan for management review and finalization based on management input. Reviews routine to moderately complex supporting data provided by state agencies, boards and commissions which is used in the preparation of the Statewide Comprehensive Annual Financial Report, Statewide Annual Financial Report, Schedule of Expenditures of Federal Awards and the report to the citizens of the state; contacts and resolves errors with the provider prior to inclusion in the reports. Participates in internal control reviews and investigations based on predetermined audit plans. Uses the statewide financial accounting systems and applications to retrieve and review data files, analyze and compile the information derived into a predefined format for internal and external management use.

Writes and runs routine to complex data queries in response to requests for public information. Participates in the design, modification and enhancement of the statewide financial systems by

analyzing, interpreting and evaluating accounting and reporting systems, procedures, policies and methods, applying system test package techniques to ensure accuracy of end product. Maintains currency of accounting theory, practices and law by attending classes, seminars or other educational courses and/or related publications. Responds to agencies, boards, and commissions, and the JLBC and OSPB by providing guidance and/or research necessary to resolve problems or situations defined by the requesting entity. May make recommendations for work-related improvements, applying knowledge and skills of own technical specialty. Composes draft correspondence dealing with subject matters exercising discretion and judgment or negotiation, replying to inquiries, presenting and requesting information. May approve standard accounting entries for entry in the statewide financial systems or stand-alone personal computer based applications impacting on financial schedules. May perform work which may be at the clerical or paraprofessional level which is an integral part of overall work assignment and related work as required.

Senior level positions may also perform the following duties: Monitors all grants and other federal monies for compliance with the federal draw requirements stipulated in the federal Cash Management Improvement Act (CMIA) to assure that the state pays the minimal amount of interest to the federal government. Instructs state agencies and provides technical guidance on the appropriate use of the statewide financial systems to insure the accurate recording of assets into the statewide fixed asset system. Monitors the system and prepare the fixed asset schedules for use in the comprehensive annual financial report. Prepares federal and state tax reports. Reviews work products of subordinate staff to assure that garnishments/child support/tax levies are accurately issued and are in compliance with all applicable laws.

WORK CONDITIONS: No unusual work conditions. May require travel. Most travel is minimal.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: GAAP, GAAS, GASB, and other related publications; principles, concepts, practices, methods and techniques of government accounting, audit methodologies, 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, (e.g., OMB Circulars), Arizona Revised Statutes, applicable agency manuals including the ADOA/GAO Statewide Accounting and System manuals, policies and procedures and the information contained therein and its applicability to the assigned area; research methodologies, spreadsheet techniques and statistical sampling.

Skill/Ability in: 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); spreadsheet development and statistical sampling techniques; interpersonal relationships; oral and written communications.