

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV32975
Job Class Code:	001	Salary Schedule:	ASRRACCT
EEO Category:	02	Grade:	17
Workers Comp Code:	8803		

Job Code Established:	10/01/1997	Effective Date:	10/01/1997
Job Code Revised:			

JOB CODE SERIES: Accounting Series

JOB CODE TITLE: ACCOUNTANT I

HRIS TITLE: ACCOUNTANT I

CHARACTERISTICS OF THE CLASS: Under immediate supervision during orientation, and general supervision as experience and knowledge are gained in area of assignment, applies the principles, theories, and concepts of accounting to a specific system. Performs defined accounting tasks such as examining a variety of financial statements for completeness, accuracy, and conformance with Generally Accepted Accounting Principles (GAAP) or other specific accounting requirements; reconciles reports and financial data, and identifies apparent inconsistencies or errors; carries out assigned steps in accounting analyses, such as computing standard ratios; assembles and summarizes accounting literature on a given subject; prepares relatively simple financial statements, not involving problems of analysis or presentation; and prepares charts, tables, and other exhibits to be used in reports. Performs other related accounting functions as necessary. May perform some nonprofessional tasks for training purposes. May have limited signature authority for minor functions within the organization.

At this professional level, assignments are clearly defined. Supervision and guidance are directed primarily to the development of the professional accounting abilities and professional development. Financial schedules and analyses of financial data to be used in the compilation of a comprehensive Annual Financial Report; records of financial activities for an agency or a segment of an accounting system; collection of data to be used for budget purposes; responses to audit points or findings for a small or medium agency; records or ledgers of various finding sources; federal reports for management review; financial statements or schedules; and, reports on financial activities of an agency, division, or program.

EXAMPLES OF DUTIES: Individual positions may be responsible for some or all of the listed duties and/or other related duties. Reviews fiscal documents (examples: budget revisions, transfers, vouchers, encumbrances, etc.) and verifies for accuracy, timeliness, and proper preparation (correct distribution codes, sequence numbers, completeness, etc.). Gathers and compiles data and writes report summarizing financial transactions and status of accounts for a given period. Makes entries and revisions to agency accounts, ledgers, and financial records. Monitors funds from the federal government to ensure proper matching of state and federal expenditures. Compares figures, noting discrepancies and rechecks own work for errors. Compiles supporting data utilized in the preparation of a comprehensive annual financial report, agency financial statement(s), and/or annual report. Gathers and compiles data for adjustments to rates charged for services. Maintains knowledge of current accounting theory, practices and law by attending classes, seminars or other educational courses and/or reading related publications.

May maintain ledger accounts for all transactions on an ongoing basis. Composes correspondence in relay to inquiries and to present or request information. Examines and verifies such fiscal transactions as billing invoices, payments, payroll or other financial documents. Participates in problem-solving and decision-making relating to financial matters impacting area of assignment. Reviews, monitors and controls amount expended from budget(s) to assure that expenditures do not exceed funds available.

Reports problems to administrator or department head. Confers with and advises staff members of own agency or work system, applying knowledge and skills of own technical specialty. May function as lead worker over clerical or paraprofessional accounting staff in a small agency. Performs related work as required.

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

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Generally Accepted Accounting Principles (GAAP); the principles, concepts, practices, methods and techniques of government accounting, internal control structures, and fiscal management; the methods and techniques of automated accounting systems as it relates to accounting practices including a variety of software (personal computer, microcomputer, and/or mainframe) packages as they relate to accounting practices.

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 computer skills and mainframe computer skills); oral and written communications.