

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV76185
Job Class Code:	001	Salary Schedule:	AREG
EEO Category:	02	Grade:	19
Workers Comp Code:	8803		

Job Code Established:	12/15/76	Effective Date:	
Job Code Revised:	01/01/94	Effective Date:	

JOB CODE SERIES: Auditing and Accounting Series

JOB CODE TITLE: FINANCIAL CONSULTANT I

HRIS TITLE: FINL CONS I

CHARACTERISTICS OF THE CLASS: Under general supervision, is responsible for work of average difficulty providing statewide consulting services in systems accounting and financial management; assists in internal auditing and in reviewing and recommending improvements in fiscal operations and financial management; and performs related work as required.

The Financial Consultant I is the experienced accountant/auditor who functions as a journeyman working with limited independence. Work is generally performed under the supervision of a project manager. The Financial Consultant series can be distinguished from other accounting and financial management series by a client-consultant rather than an employer-employee relationship and by work which consistently involves financial systems of concern to administrators and managers of a wide variety of agencies and the State executive branch.

EXAMPLES OF DUTIES: Assists in internal auditing and in reviewing and evaluating the accounting systems and fiscal management of State agencies which perform a wide variety of functions; monitors the financial activities of general accounting, cost accounting and control, Federal grants administration, pricing of services, capital expenditures and control, investment of surplus funds, internal auditing, and internal controls to safeguard assets; assists in defining the nature and scope of accounting problems and in planning systems projects; reviews, analyzes and evaluates existing accounting practices; makes recommendations designed to solve problems and improve operations; learns to design or revise State agency accounting systems of varying scope and complexity; assists management in implementing recommendations; may advise agency accountants and bookkeepers; may serve as a junior member of a project team.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of: accounting principles and professional auditing standards and procedures; basic trends and current developments in accounting and auditing; systems accounting; the use and capabilities of electronic data processing equipment.

Skill/Ability to: gather, assemble, and analyze facts, draw sound conclusions and develop recommendations to solve problems and improve operations; present information and ideas clearly and concisely, both orally and in writing; work cooperatively with agency personnel at all levels.