

CLASSIFICATION: ACCOUNTANT IV

Class Code: 0044-23

Date Established: 07-10-70

Occupational Code: 7-2-2

Date of Last Revision: 7-17-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To plan and coordinate the fiscal operations of agency accounting and auditing functions including the development and interpretation of policies and the supervision of technical aspects of accounting services.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Supervises specialized duties on technical fiscal control and develops fiscal controls and summary data.
- Interprets fiscal policies of federal and state agencies in following procedures to apply for government program support, including researching and writing grant proposals.
- Consults with department administrators and budget officials relative to developing short-term policies for agency fiscal operations.
- Reviews statistical reports and fiscal summaries of subordinate accounting staff in order to make decisions concerning new techniques for analysis and control of financial data.
- Plans the development of accounting operational manuals including periodic updating of work methods and procedures.
- Evaluates work performance of professional and para-professional accounting staff concerned with agency fiscal and budgetary operations.
- Analyzes appropriation expenditures status and assumes responsibility for monthly preparation of status reports.
- Attends professional conferences and meetings to increase the efficiency of fiscal operations, controls and budgets.

DISTINGUISHING FACTORS:

Skill: Requires skill in analyzing and interpreting data, policy and procedures OR in using equipment in order to arrive at logical conclusions or recommendations.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

Supervision: Requires direct supervision of programs or of employees doing work which differs from the supervisor, including disciplining employees, solving personnel problems, recommending hiring and firing employees, and developing work methods. The supervisor in this position manages a working unit or section with responsibility for employee performance appraisal.

Working Conditions: Requires performing regular job functions under good conditions in a safe working environment.

Physical Demands: Requires sedentary work, including continuous sitting or occasional standing and walking.

Communication: Requires summarizing data, preparing reports and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

Complexity: Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

Independent Action: Requires objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with major study in accounting or business administration. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Four years' experience in accounting or auditing work, two years of which must have been in a supervisory capacity. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: None required.

RECOMMENDED WORK TRAITS: Thorough knowledge of the principles of accounting and of the application of accounting principles and techniques to state accounting operations. Thorough knowledge of laws, rules, regulations, procedures, organization and practices of the department concerned. Thorough knowledge of the general principles of public fiscal administration including budgeting and reporting. Considerable knowledge of modern office management methods. Ability to plan, assign, review and supervise the work of a staff of professional and non-professional employees. Ability to evaluate, develop and institute new accounting forms, records, procedures and controls. Ability to train and provide guidance to professional accountants. Ability to establish and maintain harmonious relationships with employees, governmental officials and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.