

CLASSIFICATION SPECIFICATION

Accountant I

FT/PT Class Code: 4075, 4575 Pay Grade: B/C 10 FLSA: Non-Exempt Rev. 07/01/13

SUMMARY STATEMENT: An incumbent is responsible for intermediate accounting activities and the application of intermediate accounting practices and principles in support of a section, division, or department fiscal function. In addition, the incumbent conducts some research and makes recommendations regarding policies and procedures related to tuition and student accounts.

NATURE AND SCOPE:

Work is typically performed with supervision by a technical or administrative supervisor. Assignments may be stable or varied in nature and are carried out in accordance with accepted accounting standards and principles as well as any applicable State or Federal regulations. Duties encompass intermediate accounting operations such as posting and reconciling accounts and reporting account activities. Incumbents resolve discrepancies which require interaction with other State agencies, vendors and the public. Incumbents perform a variety of intermediate accounting duties and may supervise of group of accounting, clerical, and other personnel.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Maintains systems, procedures and methods for recordkeeping, cost gathering, and accounts reporting.
2. Maintains and reconciles a variety of ledgers and accounts to include Accounts Payable, Accounts Receivable, and Petty Cash.
3. Prepares a variety of reports on financial activities and status for budget preparation and monitoring.
4. Prepares and/or verifies financial documents such as payment vouchers, invoices, etc. Processes third party billings.
5. Ensures accurate codes and charges for all encumbrances and disbursements.
6. Interacts with vendors, State agencies, and the public to answer questions and to resolve account and billing discrepancies.
7. Trains, assigns, and reviews the work of clerical employees performing related duties when needed.
8. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of principles and practices of intermediate accounting.
- ◇ Knowledge of State and Federal accounting system, budgetary process, and auditing procedures.
- ◇ Knowledge of secretarial and office practices, procedures and equipment.
- ◇ Ability to learn principles of supervision.
- ◇ Ability to perform intermediate accounting and financial recordkeeping.
- ◇ Ability to communicate effectively in both written and oral form.

MINIMUM QUALIFICATIONS:

- ◇ Associate's degree in a relevant field and four (4) years of intermediate accounting experience; or other equivalent combination of education and experience.