

CLASSIFICATION SPECIFICATION

Accountant III

FT/PT Class Code: 4077, 4577 Pay Grade: B/C 12 FLSA: Exempt Rev. 07/01/13

SUMMARY STATEMENT: An incumbent is responsible for complex analysis and/or development of financial reports and recommendations, and for other assignments requiring a comprehensive, broad knowledge of the principles, practices, and procedures of accounting.

NATURE AND SCOPE:

An incumbent in this class typically reports to an administrative supervisor. An incumbent may supervise clerical and/or technical accounting personnel and/or may specialize in a particular accounting field. Work requires evaluative thinking and is carried out in accordance with State standard accounting practices and general work instructions. A significant aspect of this work is providing analysis, information, and recommendations as part of overall program management.

PRINCIPAL ACCOUNTABILITIES:

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

1. Plans, assigns, and reviews the work of clerical and/or technical accounting personnel. Trains and evaluates the performance of subordinate accounting personnel.
2. Maintains, reconciles, and analyzes procurement card transactions and employee transaction log sheets. May serve as the campus procurement card coordinator.
3. Determines most appropriate funds for charges; spot checks records and statements for accuracy; prepares adjustment vouchers and certifies payrolls.
4. Reviews, revises, and institutes internal systems to ensure correct charging and accounting of disbursements and credits. May be responsible for ensuring fiscal conformance of grant budgets, purchases, drawing of funds, and grant reporting to federal program rules and regulations.
5. Reconciles multiple accounts of a complex nature.
6. Develops cost projections and makes fiscally sound recommendations on the proposals.
7. Analyzes and evaluates financial data in the application of complex budgets and provides forecasts with supporting justification.
8. Prepares a variety of comprehensive financial reports, analyzing and making recommendations.
9. Monitors expenditures to ensure compliance with budgetary recommendations.
10. Reviews and makes recommendations on internal accounting policies and procedures.
11. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of principles and practices of complex accounting.
- ◇ Knowledge of generally accepted accounting principles and practices.
- ◇ Knowledge of State and Federal accounting system, budgetary process, and auditing procedures.
- ◇ Knowledge of the methods and techniques used in financial and accounting data analysis.
- ◇ Knowledge of federal and private grant regulations.
- ◇ Ability to compile, evaluate, and analyze financial data.
- ◇ Ability to supervise personnel utilizing good management techniques.
- ◇ Ability to make forecasts, utilizing financial records as the basis for the projections.
- ◇ Ability to use computers and office equipment.
- ◇ Ability to handle figures with a high degree of accuracy.
- ◇ Ability to communicate effectively.

MINIMUM QUALIFICATIONS:

- ◇ Bachelor's degree in a relevant field and two (2) years of advanced accounting experience; or other equivalent combination of education and experience.