

Class Concept

These positions perform professional operating or cost accounting work requiring knowledge of the theory and practice of recording, classifying, examining, and analyzing the data and records of financial transactions. The positions in this series maintain and oversee financial data, manage grants and contracts, track payroll, process and manage financial transactions, and generate financial reports for analysis.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable knowledge of accounting principles and practices.
- Considerable knowledge of governmental accounting methods, procedures and financial practices.
- Ability to interpret and apply common to moderately complex Federal and State fiscal regulations.
- Ability to analyze and correct financial problems and accounting errors.
- Ability to make minor adjustments to the accounting system and procedures.
- Ability to prepare interpretive or analytical Accounting or financial reports.

Minimum Education and Experience

Bachelor's degree in accounting, or a degree in business administration, finance or public administration or a related discipline from an appropriately accredited institution with 18 semester hours of accounting; or equivalent combination of training and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.