

### Class Concept

This is paraprofessional level accounting work in an agency or institution and involves some responsibility for one or more accounting or financial management functions. Work involves making basic journal entries, reversing and correcting entries, auditing program expenditures and the interpretation of fiscal and general managerial policies, and may involve the supervision or coordination of other staff. Work is generally characterized by application of standardized rules and regulations and/or by scope which is usually limited to specific segments of the overall accounting or administrative function within the organizational unit. The employees are expected to perform fairly independent within established procedures and regulations and receive general instructions on methods of work but usually specific instructions are provided on results desired. In some organizations the assigned work may be specialized and may be non-supervisory. Employees may spend a significant percentage of time in business functions such as reimbursement, purchasing, special projects, or other administrative duties. Employees in this class usually report to a business manager, accountant, or other official and may serve as the day-to-day operational manager for a major section, or unit of an agency or institution.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Working knowledge of accounting and auditing principles and practices.
- Working knowledge of and ability to explain, and apply the provisions of the standardized accounting practices adopted by State Government.
- Ability to assist in interpreting and analyzing accounting data.
- Ability to apply analysis to the departmental or institutional needs and determine compliance with pertinent guidelines, rules, regulations, and laws;
- Ability to maintain effective working relationships with representatives of related contact agencies, departmental staff, and the general public.
- Ability to communicate effectively in oral and written form.

#### Minimum Education and Experience

Bachelor's degree in accounting, business administration, or other curriculum that would provide a core curriculum in financial management coursework from an appropriately accredited institution; or

Associate's degree in accounting from an appropriately accredited institution and two (2) years of accounting or auditing experience; or

High school or General Educational Development (GED) diploma and four (4) years of experience as an accounting technician, three of which must have been at an advanced level.