



Accountant III

Salary Group: B17
Class Code: 1016

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
ACCOUNTANT I	1012	B14	\$31,144 - \$49,134
ACCOUNTANT II	1014	B15	\$32,976 - \$52,045
ACCOUNTANT III	1016	B17	\$36,976 - \$58,399
ACCOUNTANT IV	1018	B19	\$42,244 - \$68,960
ACCOUNTANT V	1020	B21	\$48,278 - \$78,953
ACCOUNTANT VI	1022	B23	\$55,184 - \$90,393
ACCOUNTANT VII	1024	B25	\$63,104 - \$103,491

GENERAL DESCRIPTION

Performs moderately complex (journey-level) accounting work. Work involves assisting in the preparation of financial statements, records, documents, and reports. May specialize in some phase of accounting work such as federal funds accounting, property and equipment control, cost, budgeting, or bond servicing. Works under general supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Prepares and/or processes general journal entries; and prepares and/or processes payment, cash, purchase, travel, and related vouchers.

Prepares periodic analyses of fund balances and expenditures; and prepares technical reports on estimates, cost data, and budget items.

Audits accounting and financial documents for accuracy and compliance with departmental policies and procedures and state and federal statutes.

Classifies, codes, posts, and balances financial and accounting documents and records.

Reviews agency accounting records, such as expenditure, fund, appropriation, expense, and revenue collection records, and ensures agency assets are accounted for properly.

Maintains adequate records of expenditures, funds, appropriations, and expenses, as well as revenue collected and deposited.

Maintains systems and controls necessary to provide accurate accounts of expenditures and budget balances for agency programs.

Researches and reconciles discrepancies in accounts, bank statements, or appropriation balances; and reports findings.

Assists in the preparation of financial statements, reports, schedules, and exhibits.

Assists in making recommendations for improvements, adaptations, or revisions to the accounting system and accompanying procedures.

Assists in planning procedures and regulations to control the disbursement of allocated funds and in preparing letters of instruction, manual revisions, and related forms as necessary.

May prepare and process payments.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in accounting and financial operations. Graduation from an accredited four-year college or university with major coursework in accounting, finance, or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of fiscal programs; of governmental accounting; of budget control methods, policies, and procedures; and of laws and regulations pertaining to financial operations.

Skill in the use of a computer and applicable software.

Ability to interpret and apply accounting theory; to interpret laws and regulations; to work accurately with numerical detail; to analyze, consolidate, and interpret accounting data; and to communicate effectively.

REGISTRATION, CERTIFICATION, OR LICENSURE

May be required to possess certification as a Certified Public Accountant (CPA) or Certified Government Financial Manager (CGFM).