



Accountant V

Salary Group: B21

Class Code: 1020

<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 highly complex (senior-level) accounting work. Work involves preparing and/or overseeing the preparation of financial analyses and reports; establishing, maintaining, and/or overseeing accounting systems, procedures, and controls; and preparing and/or overseeing the preparation of agency budgets. May supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Oversees and/or prepares monthly and annual operating statements, financial statements, vouchers, and reports; and approves and signs expense account and purchase vouchers submitted for payment.

Analyzes cumulative periodic tab runs and status of fund reports on state and federal funds, and conducts the continuous reviews and analyses necessary in controlling the expenditure of funds and in developing stable expenditure patterns.

Analyzes and recommends improvements, adaptations, or revisions to the accounting system and accompanying procedures.

Audits general journal entries and payment, cash, purchase, travel, and related vouchers.

Coordinates data compilation for annual financial reports, which may include working with the Office of the Comptroller of Public Accounts' Financial Reporting Section to compile the statewide Comprehensive Annual Financial Report (CAFR).

Develops methods for the control of cash receipts, deposits, and disbursements; the purchase of services, supplies, and equipment; and the documentation of claims for payment.

Develops, coordinates, or produces complex reports for monitoring and reporting agency financial information.

May approve and sign expense accounts and purchase vouchers submitted for payment.

May plan, organize, and direct programs to control the financing of agency operations.
May oversee and/or prepare annual operating budgets and review expenditures to ensure that budget limits are not exceeded.

May develop procedures and regulations to control the disbursement of allocated funds and prepare letters of instruction, manual revisions, and related forms.

May oversee the development and use of internal audit and control procedures to determine compliance with agency policies, plans, and procedures, and state and federal statutes.

May direct the allocation of state and federal funds to agency operating programs and develop suitable plans for validating and matching the various federal funds used in financing agency operations.

May supervise the work of others.

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

Skill in the use of a computer and applicable software.

Ability to direct accounting programs, to budget funds, to set up accounting systems, to interpret laws and regulations, to apply accounting theory, to communicate effectively, and to supervise the work of others.

REGISTRATION, CERTIFICATION, OR LICENSURE

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