



Accountant VI

Salary Group: B23

Class Code: 1022

<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 advanced and/or supervisory (senior-level) accounting work. Work involves preparing and/or overseeing the preparation of financial analysis 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 minimal supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Plans, organizes, coordinates, and directs programs to control the financing of agency operations.

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.

Oversees and/or prepares annual operating budgets, and reviews expenditures to ensure that budget limits are not exceeded.

Oversees the detailed reporting of expenditures and encumbrances made by the various operating units, and may direct the maintenance of the operating budget through centralized purchasing and disbursement.

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

Oversees the analysis and interpretation of expenditure patterns, budget projections, and the financial position of the agency.

Oversees and/or 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).

Prepares and coordinates the planning, development, and submission of the agency's annual financial report in accordance with Governmental Accounting Standards Board (GASB) and Office of the Comptroller of Public Accounts requirements.

Prepares and reviews general ledger accounting entries and reconciliation of financial transactions.

Formulates and revises agency policies regarding the use of operating funds.

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.

Maintains overall quality control of the accounting system and ensures the integrity of system processing and accounting files.

Establishes, installs, and directs the maintenance of efficient accounting systems for controlling, recording, and reporting transactions.

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.

May design and consult with information technology staff in the development of computer systems for financial applications.

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

Skill in the use of a computer and applicable software.

Ability to plan, organize, and 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).