



Accountant VII

Salary Group: B25

Class Code: 1024

<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 advanced and/or managerial (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 minimal supervision, with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Develops and directs programs to control the financing of agency operations.

Develops goals and objectives for assigned responsibility area, and oversees the analysis and interpretation of expenditure patterns, budget projections, and the financial position of the agency.

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.

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 of processing systems and functions and recommends changes as necessary.

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.

Prepares and/or directs the preparation of agency budgets and periodic financial statements, analyses, and reports in accordance with federal and state reporting requirements.

Recommends and implements agency accounting and financial policies and procedures in accordance with statute and professionally accepted standards.

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

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).