

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 3020

ACCOUNTANT

Abolished Effective February 10, 2006

CLASS SERIES CONCEPT

Perform professional duties in the field of accounting in accordance with Generally Accepted Accounting Principles (GAAP).

BASIC FUNCTION

Prepare complex automated and/or manual reports in accordance with GAAP such as statement of changes in fund balance, income statement or balance sheet on an accrual basis; maintain ledger accounts and analyze fiscal data. Develop procedures to effect more efficient record keeping or improve current operations.

DISTINGUISHING CHARACTERISTICS

First-level class of series. Under general supervision, perform professional accounting duties such as preparing recurring reports analyzing, interpreting and summarizing fiscal data in accordance with GAAP.

TYPICAL WORK

Prepare recurring accounting reports such as monthly financial statements to include statement of changes in fund balance, or income statement and/or balance sheet on an accrual basis;

Assist higher-level accountants or fiscal officers with accounting summary information, analysis of financial reports and development of procedures;

Review, interpret and correct general and subsidiary ledgers, accounts receivable and payable;

Prepare trial balances and adjusting entries;

Reconcile bank statements and fixed assets; prepare journal vouchers reflecting expenditures and transfer of funds;

Approve vouchers, review claims, evaluate and take collections action;

Monitor and review computer input and output processes and formats;

Provide recommendations for computerized accounting system development;
Direct support staff;

Perform related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's Degree in accounting, business administration, computer science, economics, or closely related field which includes thirty quarter hours or twenty semester hours of college-level accounting courses

OR

four years of experience as a Fiscal Technician, or equivalent in the public sector, AND thirty quarter hours or twenty semester hours of college-level accounting courses.

OR

Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements, such as a license/certification/registration.

New Class: 1-03-73

Revise Class: 5/1/82

Revise Class/Title/Salary: 1-18-88

Revise MQ: 7-2-90