

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 3021

ACCOUNTANT, PRINCIPAL

Abolished Effective February 10, 2006

BASIC FUNCTION

Prepare and analyze automated and/or manual financial reports; interpret fiscal policies; assess, develop, implement and evaluate complex fiscal systems and procedures in accordance with Generally Accepted Accounting Principles (GAAP).

DISTINGUISHING CHARACTERISTICS

Journey-level class of series. Under general direction, perform complex fiscal duties such as financial report analysis, accounts payable/receivable discrepancy resolution, accounting system/procedures development and implementation.

TYPICAL WORK

Analyze financial reports, extract required information, research and consolidate information for preparation of the institutional biennial budget estimate;

Investigate and resolve accounting problems for the area of responsibility such as bank reconciliation or federal and state reporting;

Interpret institutional, state and federal fiscal policies;

Evaluate existing accounting systems and identify need for new or revised accounting systems or procedures; develop and implement fiscal procedures;

Perform the duties of Accountant;

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 AND eighteen months of full-time experience as a professional accountant

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 AND eighteen months of full-time experience as a professional accountant.

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: 1-18-88

Revise Minimum Qualifications: 7-2-90