

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 3029

AGENCY ACCOUNTS OFFICER II

Abolished Effective February 10, 2006

DEFINITION

Plan, organize, supervise, and conduct the accounting, budget, and business activities of an agency having a variety of complex accounting and related business management work.

DISTINGUISHING CHARACTERISTICS

Positions allocated to this series are single class positions for any one agency and function under the general direction of the agency head or administrative official at the policy making level. Participate in the formulation of decisions in all agency budget and fiscal matters. Represent the agency head or top administrator at budget meetings and hearings.

TYPICAL WORK

Supervise and participate in establishment and maintenance of accounting records including cost distribution, allotment controls, and receipts and encumbrances;

Prepare budget and allotment requests and justifications; determine work load indicators and verify adequacy of supporting data;

Revise, formulate, and install systems and procedures pertaining to accounting, business management and other areas supervised;

Serve as division head of the fiscal-business management activity for an agency where complexity is increased by such factors as diversity of accounts, federal and other funds;

Perform all of the duties of Agency Accounts Officer I;

Perform related duties as required.

MINIMUM QUALIFICATIONS

Three years of professional accounting or auditing experience. Washington State certification as a Certified Public Accountant may be substituted for two years of experience.

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

Examination Requirements

A job element examination (including written, E & T and oral components) scored on the basis of job related experience, training, skill, ability and other elements which are established through job analysis.

New Class: 5-17-73
Revise MQ: 7-2-90