

ACCOUNTING MANAGER I

This is administrative and managerial work in directing the operation of a moderately large accounting system or assisting in the direction of a large system.

I. DIFFICULTY OF WORK:

Complexity of Assigned Work - Work is complex with emphasis on management of an accounting system to produce accurate and timely reporting in an efficient manner. Work is characterized by an accounting system, which is broad in the scope and diversity of funding sources, rules and regulations, types of transactions and reporting formats.

Nature of Guidelines - Work is guided by a wide variety of Federal and State fiscal rules and regulations, and by executive policy decisions. Internal accounting procedures and policies are determined with considerable independence. Exceptional problems without specific policy or precedent are usually solved independently.

II. RESPONSIBILITY:

Impact of Work - Work affects a major portion or all financial operations of a State agency engaged in a large variety of programs and services.

Work Controls and Supervision Received - Established policies, rules, regulations, and procedures guide normal financial operations. Work involves consultation with State and Federal regulatory agencies for assistance in solving problems or in interpretation of regulations. The accounting system is audited by State and Federal auditors.

Responsibility for Others - Plans and directs the work of a moderately large staff of accountants, accounting technicians, and accounting clerks.

III. PERSONAL RELATIONSHIPS:

Scope of Work Contacts - Work involves much direct contact with lower level accounting supervisors and frequent contact with agency management, Federal and State regulatory agencies, and program administrators.

Nature and Purpose - Contacts are for the purpose of direction of staff accounting functions. interpretation and implementation of directives from regulatory agencies, and planning with and assisting program and agency administrators in financial support of agency programs and operations.

IV. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Ability to plan organize and direct the activities of a major accounting operation within a State agency; to implement accounting system and procedural changes, to review and improve the operational efficiency of the system; and to communicate effectively both technically and conversationally. Thorough knowledge of accounting theories and principles and systems design. Thorough knowledge of governmental accounting and business operations.

Minimum Education and Experience - Graduation from a four-year college or university with a major in accounting and four years of progressive accounting/auditing experience in the preparation of interpretive or analytical accounting/financial statements and reports, two of which must have been supervisory in nature; or a four-year degree in business administration or other field with twelve (12) semester hours in accounting and five years or progressive experience as specified above, two of which must have been supervisory in nature; or a two-year degree in accounting and seven years of progressive experience as specified above, two of which must have been supervisory in nature.

Administering the Class - For the purposes of qualification and the setting of entry salaries, one (1) year of education/ experience credit may be given for successful completion of the CPA examination; i.e., a total of three (3) years for a certificate holder to recognize the completion of the examination and the required two years of experience. However, the years of experience required for the certificate can only be credited once.

Special Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions, but may not be applicable to all positions.