

ACCOUNTING MANAGER II

This is administrative and managerial work directing the operation of a large accounting system or assisting in the direction of one of the largest accounting systems in State Government.

I. DIFFICULTY OF WORK

Complexity of Assigned Work - Work is very 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 very broad in scope with considerable volume and diversity of funding sources and expenditures involving a considerable amount of accounting rules and regulations and 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 independently. Exceptional problems without specific policy or precedent are solved independently.

II. RESPONSIBILITY

Impact of Work - Work has agency wide affect of the documentation and expenditure of money in all or a wide variety of agency programs. The accountant also participates in budgeting decisions with agency executive and program directors.

Work Controls and Supervision Received - Established policies, rules, regulations, and procedures guide normal activities. 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 through a large staff of supervisory and specialized accountants and supportive accounting technicians and accounting clerks.

III. PERSONAL RELATIONSHIPS:

Scope of Work Contacts - Work contacts include 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 the assisting program and agency administrators in financial support of agency program 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 required by regulations; to review and improve the operational efficiency of the system; and to communicate effectively both technically and conversationally. Extensive knowledge of accounting theories, principles, and systems design and 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.