

**CLASS TITLE:****ACCOUNTANT****Class Code: 02642200****Pay Grade: 20A****EO Code: B****CLASS DEFINITION**

**GENERAL STATEMENT OF DUTIES:** To perform professional accounting work of a relatively complex nature; to be responsible for the maintenance of all accounting records in a small agency or to assist in such activities in a large state department; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior who reviews work for conformance to well-established procedures and regulations.

**SUPERVISION EXERCISED:** As required, may plan, supervise, and/or review the work of subordinates.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for performing professional accounting work of a relatively complex nature including such duties as: classifying accounts, preparing general journal entries, adjusting entries, closing entries, and reversing entries; posting to accounts, subsidiary accounts, voucher registers, and cash books; preparing work sheets and drawing up financial statements and supporting schedules; reconciling accounts and inventory records; and other accounting duties.

To be responsible for the maintenance of all accounting records for a small state agency; or to assist in the maintenance of accounting records at a large department or agency.

As required and in addition to the performance of all accounting duties, to be responsible for the work of a staff engaged in: maintenance of inventory records, employee time records, etc.; the completion of payroll vouchers; the preparation of purchase requisitions, invoice vouchers, budgetary requests, etc.; and other types of records and forms in accordance with state financial procedures.

To audit and certify relief expenditures made by cities and towns within a given area of the State, which are reimbursable by the State, and to make periodic reports thereon.

To act as the custodian of funds for a large numbers of patients, and to maintain a complete set of accounts on the operations of a canteen, a farm, or vending stand.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A working knowledge of the principles and practices of accounting; the ability to maintain a set of records and accounts on a double entry basis; the ability to analyze and interpret accounting systems and procedures; the ability to prepare financial statements; the ability to plan, supervise, and review the work of a small group of employees engaged in bookkeeping or office routines; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: graduation from a college of recognized standing with specialization in accounting or business administration; and

**Experience:** Such as may have been gained through: considerable employment in a position in a public agency or in private industry involving advanced professional accounting.

**Or,** any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: October 26, 1975

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