

CLASS TITLE: ACCOUNTING CONTROL SPECIALIST (DOA)

Class Code: 02451801

Pay Grade: 31A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Administration, Office of Accounts and Control, to be responsible for fiscal/financial management functions impacting a variety of state agencies; to provide financial management expertise for the performance of specialized and technical accounting activities as a liaison to all State agencies; to review, research and resolve issues with and approve complex agency general ledger journal entries in the approval hierarchy of the State's financial management system; as required, to plan, organize, supervise and direct the work of a staff primarily engaged in financial management operations; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of a superior with wide latitude for the exercise of initiative and independent judgement; work is subject to review for results obtained and conformance to established goals and policy.

SUPERVISION EXERCISED: As required, plans, organizes, supervises and reviews the work of subordinates; reviews work in process and upon completion for accuracy and compliance with prescribed procedures and directives.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Administration, Office of Accounts and Control, to be responsible for fiscal/financial management functions impacting a variety of state agencies.

To provide financial management expertise for the performance of specialized and technical accounting activities as a liaison to all State agencies.

To review, research and resolve issues with and approve complex agency general ledger journal entries in the approval hierarchy of the State's financial management system.

As required, to plan, organize, supervise and direct the work of a staff primarily engaged in financial management operations.

To be familiar with each State agency's unique mission and fiscal/financial reporting requirements.

To provide timely and proper financial management expertise to all State agencies and branches of State government.

To validate the State's biweekly payroll and associated taxes and deductions using a complex system of checks and balances, ensuring its accuracy and completeness prior to final approval.

To manage the payroll garnishment process for certain State employees.

To perform complex month-end, quarter-end, and annual closing processes related to the State's general ledger, including extensive coordination with State agencies to reconcile open transactions and ensure accurate financial reporting.

To provide agency assistance as required for federal grant reporting and federal grant cost management.

To ensure proper posting of monthly Internal Service Fund revenue and expense.

To manage payment of State employee fringe benefit expenditures, including health, dental, vision and pharmacy.

To determine and verify balances in State agency asset and liability accounts, and to perform complex analyses to determine the accuracy, completeness, and proper classification of the State's financial transactions.

To ensure interagency and interfund transactions are properly recorded, including the settlement of related cash accounts.

To be responsible for the proper accrual of State agency accounts receivable, accounts payable, and other accrued revenues and expenditures at fiscal year-end.

To maintain utmost confidentiality when working with sensitive and personally identifiable information, including payroll and health benefits.

To exercise administrative direction over programs that are essentially financial in nature.

To be responsible for the compilation, analysis and presentation of statistical and financial reports reflecting expenditures, unencumbered funds and projections of future requirements.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A thorough knowledge of fiscal/financial management practices and techniques; knowledge of principles and practices of governmental accounting and budget formulation; a working knowledge of the principles, practices and methods involved in maintaining records in an automated general ledger accounting system; the ability to plan, organize, supervise and direct the work of a staff engaged in fiscal management operations; the ability to identify pertinent information from a mass of data; the ability to prepare and submit special and reoccurring reports, and to present the same both verbally and in writing; the ability to deal with the public and state agency officials in a tactful and courteous manner; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Possession of a bachelor's degree from a college of recognized standing in Accounting, Finance or a closely related financial field; and

Experience: A minimum of two (2) years of employment in a responsible capacity involving fiscal or business management in the private sector or with a state or governmental agency.

Or, the following may be substituted for the required minimum education and experience levels stated above:

1. Possession of a master's degree from a college of recognized standing in Accounting, Finance or a closely related financial field; or
2. Possession of a bachelor's degree from a college of recognized standing in Accounting, Finance or a closely related financial field plus the possession and maintenance of a Certified Public Accountant (CPA) license.

Class Created: January 5, 2020