

**CLASS TITLE: ACCOUNTING POLICY AND METHODS ANALYST**

**Class Code: 02646400**  
**Pay Grade: 23A**  
**EO Code: B**

**CLASS DEFINITION**

**GENERAL STATEMENT OF DUTIES:** In the Department of Administration, to develop and maintain complex accounting systems and to prepare related financial reports, statements and analyses; to perform complex research and analyses of fiscal, operational and administrative policy and methods, including matters pertaining to fiscal policy interpretation, arbitration, litigation, grievances disbursement of funds, and organizational interactions; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior with latitude for the exercise of independent judgement; work is reviewed upon completion for conformance to existing standards, statutes, rules and regulations.

**SUPERVISION EXERCISED:** May supervise the work of clerical assistants.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

In the Department of Administration, to develop and maintain complex accounting systems and to prepare related financial reports, statements and analyses; to perform complex research and analyses of fiscal, operational and administrative policy and methods, including matter pertaining to fiscal policy interpretation, arbitration, litigation, grievances, disbursement of funds, and organizational interactions.

To develop, update, or revise detailed procedural or operational manuals with work flow charts, functional charts or organizational charts (e.g. Procedural Handbook, Payroll Manual, Office Manual, Statewide Uniform Accounting Manual).

To review, refine, develop and design fiscal and accounting forms.

To conduct reviews of existing programs, methods, procedures and policies for the purpose of evaluating their administration objectives, efficiency, effectiveness and suitability in light of current conditions, costs and, modern methods; and to make detailed recommendations for the elimination, simplifications, consolidation or standardization of methods, procedures and policies where required.

To assess and develop requirements needed for automating work processing methods and assist in the testing and implementation of such implementation of such systems.

To document routine and usual office procedures for the Office of Accounts and Control.

To investigate and provide written and oral interpretations of pertinent federal policies, statutes, or regulations.

To research and report, either in writing or orally, on accounting questions of legality or propriety.

As required, conducts special inquiries regarding disbursement of funds.

To assist in drafting recommended changes or amendments to state statutes.

To research and report on proposed and pending legislation.

To provide research and advisory support for grievance, arbitration and litigation support.

To research, review, and report on matters related to generally accepted accounting principles, financial reporting, and financial disclosures.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A working knowledge of the principles and practices of government finances, accounting principles and financial reporting techniques; a working knowledge of the principles, practices and techniques needed to evaluate the policies and procedures of a complex accounting system and to recommend necessary initiatives and adjustments; a working knowledge of the principles and techniques of business administration; a working knowledge of federal guidelines for using grant monies; the ability to perform policy, procedure, systems, and program analyses and research; the ability to establish and maintain effective working relationships with state employees, officers and the general public; excellent writing and oral communication skills; the ability to supervise and evaluate staff; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation; from a college of recognized standing with a Bachelor of Science degree in accounting, business administration, public administration, or economics; and

Experience: Such as may have been gained through: employment in a responsible position requiring the formulation of administrative policy, methods, procedural, organizational and operational studies in a complex corporate or governmental accounting system.

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

Revised: February 21, 1993

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