

**CLASS TITLE:****DLT BUSINESS OFFICER**

Class Code: 02643300

Pay Grade: 21A

EO: B

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To perform business management functions of a relatively complex nature; to assist in maintaining accounting records within the Department of Labor and Training (DLT); to assist in the performance of various business management functions such as purchasing, vendor invoicing, auditing and internal accounting system maintenance; 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 review the work of technical and clerical assistants.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To perform business management functions of a relatively complex nature; to assist in maintaining accounting records within the Department of Labor and Training (DLT); to assist in the performance of various business management functions such as purchasing, vendor invoicing, auditing and internal accounting system maintenance.

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 worksheets and assisting in completing financial statements for submission to the Federal Department of Labor; reconciling accounts and inventory records; and similar accounting duties.

To perform verification analyses, such as: verifying and accounting for all cash receipts and charges for goods and services, licenses, taxes, permits and fees by funds and proper classification; verifying turnovers of receipts to treasurers and other proper officials; performing periodically, or on a continuous basis, computations and verification of the various benefits paid under the several federal and state programs; taking physical inventories of stock on hand; making bank reconciliation's; comparing checks and vouchers to registers; examining, verifying and reconciling general ledger and subsidiary accounts.

As required, to be responsible for the work of a assistant engaged in maintenance of employee time records, the completion of payroll vouchers, the preparation of purchase requisitions and invoice vouchers, budgetary requests, and other types of forms and records required by state financial procedures.

To assist in establishing proper accounting procedures regarding fiscal forms, records, internal control, and fund accounting systems for external contractors and consultants providing employment and training services.

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 and reconcile a set of records and accounts on a double entry basis; the ability to utilize the Federal Financial Accounting Reporting System (FARS) in order to develop financial reports and analyses; the ability to prepare financial statements, including Federal Financial Status Reports; the ability to oversee the work of other personnel; 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: employment in a public agency or in private industry involving professional accounting and/or professional auditing work.

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

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