

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

Class Code: 02646500

Pay Grade: 28A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: In the Department of Administration, to be responsible for developing and maintaining 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 considerable latitude for the exercise of independent judgement; work is reviewed upon completion of conformance to existing standards, statutes rules and regulations.

SUPERVISION EXERCISED: Assigns and reviews the work of subordinates; reviews work in process and upon completion for accuracy and for conformance to instructions given and with policies, procedures, regulations, and laws.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

In the Department of Administration, to be responsible for developing and maintaining 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.

To make independent studies and to perform independent research of the feasibility of proposed new fiscal programs, policies and procedures.

To develop, update, or review 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 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 systems.

To document routine and unusual 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 reports, and financial disclosure.

To do related work as required.

REQUIRED QUALIFICATION FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices of government finances, accounting principles and financial reporting techniques; a thorough 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, procedures, 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 supervisory 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

Editorial Review: March 15, 2003