

**CLASS TITLE: SENIOR ACCOUNTANT**

**Class Code: 02642400**  
**Pay Grade: 23A**  
**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To perform supervisory and advanced professional accounting work; to assist in the maintenance of the state governmental accounting system; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior from whom general directions are received; work is reviewed through occasional checks of accounts and records.

**SUPERVISION EXERCISED:** Plans, assigns, supervises and reviews the work of a staff of professional and clerical subordinates.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To perform supervisory professional duties in connection with the maintenance of a complete agency accounting system involving:

maintaining control accounts for the financial transactions of the fund; preparing financial statements and related reports; supervising and reviewing the work of employees engaged in the maintenance of subsidiary and supporting records, and the preparation of forms and simple routine reports necessary to the operation of the fund; and analyzing internal accounting methods and procedures for the purpose of developing necessary improvements.

To assist in the maintenance of centralized appropriation and other accounting records in the central accounting office of a large state department, such as the Department of Transportation or the Department of Social and Rehabilitative Services; to perform supervisory duties involving assigning and reviewing the work of accounting and clerical employees and to assist in analyzing, revising and coordinating accounting and clerical employees and to assist in analyzing, revising and coordinating accounting and control records, methods and procedures.

To assist in the maintenance of the State Governmental Accounting System in the Division of Accounts and Control, Department of Administration, by: assisting in the maintenance of the general ledger for all funds of the state; assisting in the preparation of periodic financial statements and associated schedules; pre-auditing receipts; and assisting in developing and installing departmental accounting systems.

To assist in the preparation of state and federal budget submissions; to plan, install and supervise the maintenance of an appropriation accounting system; to supervise the preparation of monthly, quarterly and annual reports; and to be responsible for agency purchasing operations.

To assist in planning, supervising and reviewing the fund accounting and collection operations in the Department of Labor and Training.

To supervise the work of a professional staff engaged in the auditing and certifying of relief expenditures made by cities and towns within the state, which are reimbursable by the State, and the maintenance of records and reports relating thereto.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles and practices of accounting; a working knowledge of the principles of corporation and governmental finance; the ability to analyze and interpret accounting systems and procedures; the ability to analyze and prepare financial statements; the ability to plan, supervise and review the work of subordinates engaged in professional accounting work; 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 responsible 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: June 8, 1975

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