

CLASS TITLE: SUPERVISING ACCOUNTANT

Class Code: 02642500
Pay Grade: 31A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for assisting a superior in planning, organizing and reviewing the work of a staff of professional accountants engaged in the maintenance of the state governmental or departmental accounting system, or in the Department of Public Works to design, install and supervise the maintenance of a complex memorandum highway cost accounting system; and to do related work as required.

SUPERVISION RECEIVED: Works under the direction of a superior who assigns work in broad outline and reviews the work through written reports, financial statement and consultation.

SUPERVISION EXERCISED: Assists in planning, organizing, assigning and reviewing the work of a professional, technical and clerical staff engaged in accounting work; reviewing the work in process and upon completion for conformity with accepted accounting methods, practices and procedures.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist a superior to plan, organize and review the work of a professional accounting staff and related technical and clerical assistants engaged in maintaining the State's accounting system or the accounting system of a large state department.

To assist in the preparation of all the complex monthly, quarterly, semi-annual and annual reports and financial statements required by state and federal regulations and statutes.

To assist in preparing detailed financial analysis of complex reports and statements for investment planning purposes.

To be responsible for the maintenance of the complex highway construction or reconstruction bond accounts; to maintain a control of all highway construction or re-construction fund activities; to review and approve all postings and adjustments to bond accounts; to make detailed bond fund reports and statements.

To review accounting procedures in assigned divisions and to develop and install new or improved accounting systems in divisions, sections or units requiring new or improved procedures.

To train accounting and fiscal employees in the methods, techniques and procedures used by the department in maintaining accounts and records.

To assist in the preparation of departmental budget requests and to assist in maintaining a budgetary control over all departmental funds ensuring the legality and propriety of expenditures by divisions, sections or units of the department.

In the Department of Public Works to be responsible for planning, organizing, supervising and reviewing the work of a unit engaged in reviewing, pre-auditing, coding and recording all vouchers and other documents relating to highway expenditures for the purpose of concurrent billing of the Federal Government for the Federal share of such expenditures and to prepare complex cost analyses of proposed federal-state highway projects.

To consult and confer with state and federal officials on matters relating to expenditures and proposed expenditures of highway construction or re-construction funds.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles of accounting; a thorough knowledge of the principles of state governmental accounting; a working knowledge of the principles and practices of accounting for bond funds; a working knowledge of the techniques and procedures used in the preparation and presentation of accounting data by the use of electronic data processing equipment; the ability to analyze, interpret and design relatively complex highway fund accounting systems and procedures; the ability to prepare and analyze complex financial reports and final statements; the ability to maintain and supervise the maintenance of a state governmental accounting system; the ability to plan, organize, supervise and review the work of a professional and clerical staff engaged in accounting activities; 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; and

Experience: Such as may have been gained through: employment in a supervisory position in the maintenance of a complex corporation or state government accounting system.

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

Class Revised: December 19, 1965

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