Nature of Work: Under administrative direction, performs administrative and professional accounting work in directing the financial, accounting, personnel, purchasing, and management information activities of a state agency or district. Plans, organizes and maintains an accounting system on a computer system encompassing transactions. Manages a system or service for the purchase of supplies and equipment. The position has wide latitude for the exercise of independent judgement. Supervision is exercised over a staff of professional accounting and clerical employees. Performs related work as required.

Examples of Work
Plans, organizes, directs and supervises the accounting, financial, management information, personnel and purchasing functions of an agency or district.
Coordinates budget requests and oversees adherence to budgetary limits for compliance with established procedures and proper reporting functions.
Monitors and prepares payroll, personnel transactions, equipment rental, inventory transactions, expense accounts, journal vouchers, authorizations, and maintenance expenditure reports.
Reviews and approves financial records, documents and reports; prepares and maintains reports and records.
Schedules, reviews and approves the work of subordinates; trains subordinate personnel.
Maintains and monitors inventories of furniture, office and computer equipment and supplies.
Confers with vendors, utility companies, state agencies and local governments to resolve billing, service and payment problems, purchase equipment, establish new services and administer contracts.

Knowledge, Skills and Abilities
Knowledge of budgeting, auditing, and governmental accounting principles, practices, policies and methods.
Knowledge of state fiscal and purchasing systems and procedures.
Ability to prepare payroll, personnel, financial, purchasing, accounting reports and records.
Ability to apply laws, regulations, policies and practices of accounting.
Ability to manage the work of a staff of employees.
Ability to establish and maintain effective working relationships with other employees, officials and the general public.
Ability to operate a computer and computer software.
Minimum Qualifications

Training: Graduation from an accredited college or university with a major in business or public administration, finance, economics, accounting or mathematics including at least six hours in accounting.

Substitution: Experience as described below may be substituted for the required training on a year-for-year basis.

Experience: Four years of full-time or equivalent part-time paid experience in bookkeeping, accounting or auditing, including two years in an administrative or supervisory capacity.

Established: 10/21/93
Effective: 11/15/93