

FINANCIAL REPORTING SPECIALIST 2**NATURE OF WORK**

Under limited supervision, performs advanced professional accounting work overseeing state financial reporting. Contracts with certified public accountants to audit state financial statements. Has considerable latitude to approve adjustments to generally accepted accounting principles (GAAP) audits and to enforce the use of the West Virginia Financial Information Management System (WVFIMS). Performs related work as required.

DISTINGUISHING CHARACTERISTICS

The incumbent assists agencies in the preparation of Requests for Proposals (RFP's) to procure audits by outside concerns and oversees the work of Financial Reporting Specialist 1's by approving and finalizing financial reports.

ESSENTIAL JOB FUNCTIONS (Any specific position in this class may not include all of the duties listed, nor do the examples listed cover all of the duties that may be assigned.)

Approves GAAP adjustments, footnote disclosures, and documents.

Makes adjustments to closing books using GAAP guidelines; writes footnotes and required disclosures for comprehensive annual reports.

Uses the WVFIMS to perform detailed analytical reviews.

Uses a variety of software on a personal computer to compile information on database, spreadsheet and word processing programs.

Assists agencies in the preparation of RFP's to contract outside auditors for financial review; oversees and monitors the work of outside concerns.

Resolves issues related to closing book information.

Works with consultants to research and resolve technical issues.

Oversees training on GAAP and WVFIMS.

Assists contracted CPA's performing audits of GAAP state financial statements.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of generally accepted accounting principles.

Knowledge of state government organization.

Ability to use applicable PC software.

Ability to write concise reports.

Ability to compile and manipulate financial data.

Ability to interpret rules and regulations for professionals and lay people.

Ability to speak before small groups.

MINIMUM QUALIFICATIONS

Training: Bachelor's degree from an accredited four-year college or university with at least 24 hours in accounting. Preference may be given to applicants with CPA certification, a Master of Public Accountancy or Master of Business Administration.

Experience: Two years of full-time or equivalent part-time paid experience in preparing and reviewing GAAP based audited financial statements or maintaining accounting systems which support the preparation of GAAP based audited financial statements which included substantial experience with applicable PC software.

Substitution: Successful completion of graduate study in the above areas may be substituted for the required experience on a year-for-year basis. A CPA certification shall be considered equivalent to three years of equivalent experience.

FOR REALLOCATION OR PROMOTIONAL PURPOSES ONLY

Experience: Three years of full-time or equivalent part-time paid experience as a Financial Reporting Specialist 1.

Established: 7/16/1992

Revised: 11/01/1994, 5/30/2001, 5/11/2012

Effective: 5/11/2012