

UPWARD MOBILITY PROGRAM

Annotated Guide

Target Title: **Accountant**

Position Title Code: 00130

Salary Grade: RC-062-14

Credential or Certificate: Certificate

General Accounting Area

Under general supervision, performs professional accounting and auditing work involving either the maintenance of general departmental funds or grants accounts and the preparation of related financial reports and statements, or involving the maintenance and examination of a complex support or decentralized accounting system with a variety of detailed control accounts such as federal grants, state funds and ward funds; maintains, examines and reconciles general account books, records and documents; examines and reconciles and posts information abstracted from detailed account books and related reports; assists in preparing or prepares, examines reconciles and analyzes difficult statements or reports; may supervise technical and other subprofessional personnel engaged in maintaining a major support accounting system; performs other duties as required or assigned.

External Auditing Area

Under general supervision, performs professional, external auditing work in examining and verifying the accuracy and compliance to procedure of the accounting books, reports, records, documents, statements, and other fiscal and financial related information, operations and procedures; performs audits in accordance with an established external audit program; determines if proper accounting, fiscal and tax systems, procedures and methods are being applied and recommends changes in accounting, fiscal and property tax systems, procedures and methods; prepares routine external audit reports; prepares audit findings and may take and give testimony in legal proceedings and hearings on these findings; may engage in account collection.

Budgetary Planning and Control Area

Under general supervision, performs professional accounting work in maintaining budgetary control accounts; prepares routine budgetary reports and statements; assists in preparing recommendations for future budgetary needs and plans; may supervise a small subprofessional staff in maintaining budgetary control accounts.

These positions exist in most state agencies.

2/93 Content Revisions

6/08 Salary Revised