OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

NEW AUG 0 4 1987

CLASS TITLE:	CODE:
Accountant 1	66111C
MAJOR AGENCIES: County Offices, Universities	**JURISDICTION:** County, Univ.

FUNCTION: Under direct supervision from accountant supervisor or accounting manager, maintains accounting systems, solves accounting problems & participates in development of accounting systems & procedures, analyzes expenditures, records & reports to determine financial conditions of agency & makes budget & cost projections, participates in maintenance of fiscal records; may post to ledgers & perform other routine accounting functions;

-PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	22-32	Establishes & maintains accounting systems, solves accounting problems & participates in design & development of accounting systems, procedures & policies.	Knowledge of (1) accounting (e.g., budgeting, financial accounting, cost accounting, auditing principals & procedures, bookkeeping); ability to (2) defining problems, collect data, establish facts & draw valid conclusions, (3) calculate fractions, decimals & percentages, (4) maintain accurate records, (5) use proper research methods in gathering data, (6) gather, collate & classify information about data, people or things.
2	12-32	Analyzes records, reports & statements to determine financial condition of agency; makes budget & cost projections on basis of analysis; assists in budget preparation & control.	Knowledge of 1; ability to 2, 3, 4, 5.
3	7-27	Participates in maintaining fiscal records, posting to ledgers & journals, processing vouchers, invoices & carrying out other accounting functions.	Knowledge of 1, (7) supervision*; ability to 2, 4, 5, 6, (8) prepare meaningful, concise & accurate reports.
4	9-19	Prepares complex financial reports & statements.	Knowledge of 1; ability to 2, 4, 5, 6, 8.

(901)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Ability to calculate fractions, percentages & decimals & to read & write common vocabulary plus: 6 courses in accounting (e.g., management accounting, financial accounting, cost accounting, auditing principals & procedures) (or 18 mos. exp.); or equivalent.

TRAINING & DEVELOPMENT:

FORM ADM-4134

CLASS TITLE	CODE:
Accountant 1	66111C

OHIO
CLASSIFICATION
SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE: Accountant 1

CODE: 66111C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: County, Univ.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
5	4-24	Carries out variety of related fiscal responsibilities (e.g., coordinates inventory control; coordinates purchasing activities; assists in development & preparation of contacts).	Knowledge of 1, (9) inventory control; ability to 2, 3, 6, 8.
6	1-11	Performs &/or participates in internal auditing of financial records to assure accuracy.	Knowledge of 1; ability to 2, 3, 5, 6, 8.

(902)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*

TRAINING & DEVELOPMENT:

FORM ADM-4134

CLASS TITLE: Accountant 1

CODE: 66111C