NEW AUG 0 4 1987

OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE:	CODE:
Accountant 2	66112C
MAJOR AGENCIES: County Offices, Universities	**JURISDICTION:** County, Univ.

FUNCTION: Under general supervision from fiscal officer or other administrative superior, performs internal audits (i.e., examines process, documentation & rationale behind recorded figures to ensure that standard accounting procedures are followed within agency);

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	74-84	Performs internal audits (i.e., examines process, documentation & rationale behind recorded figures to ensure that standard accounting procedures are followed within agency), makes adjustments to journals, final reports & input data, verifies entries & monitors receipts & disbursements.	Knowledge of (1) accounting (e.g., budgeting, financial accounting, cost accounting, auditing principals & procedures, bookkeeping); skill in (2) use of calculator; ability to (3) define problems, collect data, establish facts & draw valid conclusions, (4) use proper research methods in gatherind data, (5) gather, collate & classify information about data, people or things, (6) maintains accurate records.
2	14-34	Makes cost calculations & analysis for fiscal control, develops cost accounting methods, develops &/or recommends procedures & programs for accounting system, consults & assisting in computing & compiling field reports & other special projects as assigned.	Knowledge of 1; ability to 3, 4, 5, 6.
3	7-17	Prepares financial & budgetary reports, statements & other statistical & operational reports as requested.	Knowledge of 1; ability to 3, 4, 5, 6, (7) prepare meaningful, concise & accurate reports.

(903)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Completion of undergraduate major core coursework in accounting (or 2 yrs. accounting exp.); or equivalent.

TRAINING & DEVELOPMENT:

FORM ADM-4134

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