OHIO CLASSIFICATION SPECIFICATION

Developed for Equal Opportunity

NEW AUG 0 [illegible]

CLASS TITLE:	CODE:
Accountant 3	66113C
MAJOR AGENCIES: County Offices, Universities	JURISDICTION: County, Univ.

FUNCTION: Under administrative direction from accountant supervisor, division chief or other administrative superior, prepares specialized accounting reports (e.g., hospital &/or other community economic feasibility studies based on projected &/or historical costs) & develops & coordinates integrated fiscal & managerial cost accounting systems;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	23-43	Prepares specialized accouting reports & fiscal analysis (e.g., hospital &/or other community economic feasibility studies based on projected & historical cost), develops & coordinates integrated fiscal & managerial cost accounting systems, interprets & recommends methods of interpreting cost factors & develops guidelines for determining scope of projects.	Knowledge of (1) accounting (e.g., budgeting, financial accounting, cost accounting, auditing principals & procedures); ability to (2) use proper research methods in gathering data, (3) interpret extensive variety of technical material in books, journals & manuals, (4) prepare meaningful, precise & accurate reports, (5) set up guidelines & procedures for accounting systems, (6) calculate fractions, decimals & percentages, (7) define problems, collect data, establish facts & draw valid conclusions.
2	16-26	Performs internal audits (i.e., examines process, documentation & rationale behind recorded figures to ensure that standard accounting procedures are followed within agency), reviews daily accounting input transactions, analyzes & verifies balances & accuracy of reports & develops uniform procedures & methods.	Knowledge of 1; ability to 2, 3, 4, 5, 6, 7.
3	21-27	Advises & consults with fiscal officers & other administrative personnel on fiscal problems, technical accounting procedures &/or interpretation & application of policies & relevant statutorial requirements.	Knowledge of 1, (8) public relations; ability to 3, 5, 7, (9) cooperate with co-workers on group projects.
4	17-27	Prepares reports, monitors &/or participates in preparation of budget, financial statements &/or reimbursement schedules.	Knowledge of 1; ability to 2, 3, 4, 5, 6, 7, 9

(904)

123:1-7-17

Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT:
	Completion of undergraduate major core coursework in accounting & 6 mos. exp. as accountant (or 30 mos. exp. in accounting), or completion of 1 yr's training in accounting at graduate level.	

FORM ADM-4134

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