NEW AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Accounting Manager 1	CODE: 66115 C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: County, Univ.

FUNCTION: Under administrative direction from department director or other administrative supervisor, has responsibility for overall accounting division of entire agency & supervises lower-level accounting supervisors & develops & implements accounting programs, policies & procedures;

·PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	51-57	Provides overall responsibility for accounting division of entire agency & has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward of discipline other public employees (i.e., accountant supervisors, fiscal officers &/or account clerk supervisors in various accounting areas); to responsibly direct them; to adjust their grievances; or to effectively recommend their action, with all of preceding requiring independent judgment & develops policies & procedures for division to comply with federal &/or state requirements.	Knowledge of (1) accounting (e.g., budgeting & financial accounting, cost accounting, auditing principals & procedures, bookkeeping payroll, purchasing), (2) supervision, (3) manpower planning, (4) state & federal fiscal & accounting laws & rules; ability to (5) define problems, collect data, establish facts & draw valid conclusions, (6) establish friendly atmosphere as division or large section chief.
2	14-34	Audits &/or reviews financial accounts, evaluates accounting systems & procedures & recommends changes & improvements, assigns special accounting programs & monitors progress & controls & supervises spending patterns to assure achievement of budget goals & department objectives.	Knowledge of 1, 4; ability to 5, (7) use proper research methods in gathering data, (8) gather, collate & classify information about data, peoplr or things, (9) develop complex accounting reports, programs & procedures.
3	10-20	Prepares budget, operating plans & other financial statements & reports; develops financial & business programs based on budget & available resources.	Knowledge of 1, 4; ability to 5, 7, 8, 9.
4	2-8	Supervises training & orientation programs for accounting staff & evaluates staffing needs & employee performance.	Knowledge of 1, 2, 4, (10) employee training & development; ability to 5, 7, 8, 9.

(905)

123:1-7-17

*Developed after employment

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Completion of undergraduate major core coursework in accounting & 18 mos. exp. as accountant, 6 mos. of which must have been in capacity of supervisor, or 42 mos. exp. in accounting, 6 mos. of which had to be in supervisory capacity, or completion of graduate coursework in accounting & 6 mos. exp. as accountant; or equivalent.

NEW AUG 0 2 1997

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Accounting Manager 1	66115 C
MAJOR AGENCIES: County Offices, Universities	**JURISDICTION:** County, Univ.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
5	0-6	Consults with fiscal officers & other administrative officials on fiscal problems & related accounting matters; represent department in meetings with federal & state government officials & public when necessary.	Knowledge of 1, 4, (11) public relations; ability to 5, (12) handle sensitive contacts with governmental officials.

(906)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT:

FORM ADM-4134

CLASS TITLE	CODE:
Accounting Manager 1	66115C