

Treasurer of State
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:

Accountant/Examiner 3

SERIES NO.:

6611T

MAJOR AGENCIES:

Treasurer of State only

EFFECTIVE DATE:

08/06/1995

SERIES PURPOSE: The purpose of the accountant/examiner occupation is to reconcile assigned state depository bank funds to Treasury records or to review, analyze & maintain all investment activity records for State Treasury relative to assigned custodial accounts.

CLASS TITLE: Accountant/Examiner 3

CLASS NUMBER: 66113T

CLASS CONCEPT: The full performance level class works under general supervision & requires considerable knowledge of accounting, applicable state &/or federal regulations governing documents processed, reviewed &/or prepared & public relations in order to reconcile assigned state depository bank funds to Treasury records, or to review, analyze & maintain all investment activity records for State Treasury relative to assigned custodial accounts (e.g., public retirement/pension system; Bureau of Workers' Compensation [i.e., BWC]).

CLASS TITLE: Accountant/Examiner 3	CLASS NUMBER: 66113T	BARGAINING UNIT: 55
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EFFECTIVE DATE:

08/06/1995

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Reconciles assigned State depository bank funds to Treasury records, reconciles assigned custodial accounts, reviews A& analyzes ledgers, reports & various financial records to ensure accurate daily & weekly accounting for assigned accounts, researches problems & inconsistencies, creates & maintains proper documentation pertaining to each adjustment & calculates & verifies all charges & service fees credited against Treasury accounts;

OR

reviews, analyzes & maintains all investment activity records for State Treasury relative to assigned custodial accounts (e.g., public retirement/pension system, BWC), identifies & resolves problems with trades prior to settlement date, monitors daily cash position of assigned custodial accounts, reconciles Securities Trust Department records with custodial account & clearing bank & periodically serves as lead worker over lower-level accounting &/or bookkeeping staff as assigned.

Initiates &/or responds to inquiries via telephone &/or correspondence; posts &/or records fiscal transactions; analyzes &/or prepares & maintains reports, files & records; serves as liaison in financial audits (i.e., internal, state &/or external); enters data into computerized record system; participates in ongoing professional development; attends seminars, meetings & conferences.

MAJOR WORKER CHARACTERISTICS:

Knowledge of accounting; applicable state &/or federal regulations governing documents processed, reviewed &/or prepared*; public relations*. Skill in use of calculator/adding machine, typewriter, video display terminal or personal computer & photocopier*. Ability to apply principles to solve practical, everyday problems; gather, collate & classify information about data, people or things; complete routine forms & prepare standard reports & business correspondence; handle routine & sensitive inquiries from & contacts with other government officials, general public, claimants &/or providers.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 mos. exp. as Accountant/Examiner 2, 66112 with state government exp. commensurate with duties to be assigned.

-Or completion of undergraduate core coursework in accounting or 2 yrs. exp. in accounting.

-Or completion of undergraduate core coursework in business administration, economics, computer science or related field; 16 semester or 24 quarter hours in accounting.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.