| **STATE OF OHIO (DAS)** CLASSIFICATION SPECIFICATION | **CLASSIFICATION SERIES**: State Accounting Specialist | **SERIES NO.**: 6623 |
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| | **MAJOR AGENCIES**: Office of Budget & Management | **EFFECTIVE DATE**: |

**SERIES PURPOSE**:
The purpose of the state accounting specialist occupation is to verify, adjust & reconcile statewide general & capital appropriations in the Central Accounting System (i.e., CAS) for compliance with authorizing legislation, controlling board actions, executive orders, system requirements & accounting principles, or post & balance revenue receipts by fund & specific receipt code with treasurer & auditor of state offices, research variances & reconcile differences, or make journal entries into CAS to include adjustments & final reports, make error corrections into CAS, reconcile revenue receipts with treasurer & maintain daily balances of funds eligible for investment earnings, or reconcile state's cash balances & transactions by cash fund group between state accounting's records, treasurer of state's reports & auditor of state's warrants reports, insure posting & reconciliation of all state payrolls into CAS & audit & monitor funds.

Note: Class is reserved for use by the Office of Budget & Management only.

**CLASS TITLE**:
State Accounting Specialist

**CLASS NUMBER**:
66231

**EFFECTIVE DATE**:
03/26/1990

**CLASS CONCEPT**:
The advanced level class works under general direction & requires thorough knowledge of accounting & OBM & state policies & procedures governing Central Accounting System & related transactions in order to verify, adjust & reconcile general & capital appropriations into CAS, or post & balance revenue receipts by fund & specific receipt code with treasurer & auditor of state offices, research variances & reconcile differences, or make journal entries into CAS to include adjustments & final reports, make error corrections into CAS, reconcile revenue receipts with treasurer's office & maintain daily balances of funds eligible for investment earnings, or reconcile state's cash balances & transactions by cash fund group between state accounting's records, treasurer of state's reports & auditor of state's warrants reports, ensure posting & reconcilitation of all state payrolls into CAS & audit & monitor funds.

| CLASS TITLE: | CLASS NUMBER: | BARGAINING UNIT: |
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| State Accounting Specialist | 66231 | 14 |

**EFFECTIVE DATE:**
03/26/1990

**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.)**
Verifies, adjusts & reconciles general & capital appropriations into CAS for compliance with authorizing legislative action, controlling board actions, executive orders, system requirements & accounting principles (e.g., for general appropriations, establishes fund & appropriations line items & corresponding dollar amounts & for capital improvements, establishes capital project numbers, appropriation line items & spending authority codes; determines & enters data concerning reappropriations; receives Controlling Board forms & takes appropriate action to enter new fund & line item, increase dollar amounts, authorize expenditures to be encumbered or enter transfer of appropriations), or posts & balances revenue documents by fund & specific receipt code with treasurer & auditor of state offices, researches & reconciles differences (e.g., posts daily revenue documents submitted to cashier in treasurer's office, verifies for correct coding & dollar amount, batches & forwards to data entry; reviews & releases vouchers for tax refunds upon receipt of appropriate revenue documents; checks processed revenue documents against list of posted documents to ensure all have been accounted for & correct agencies & fund numbers were listed; posts tax transfer fund vouchers), or makes journal entries into CAS to include adjustments & final reports, makes error corrections into CAS, reconciles revenue receipts with treasurer's office & maintains daily balances of funds eligible for investment earnings to include calculating percentage of interest funds are to receive & distributing interest quarterly to funds, or reconciles state's cash balances & transactions by cash fund group between state accounting's records, treasurer of state's reports & auditor of state's warrants reports, ensures posting & reconcilitation of all state payrolls into CAS & audits & monitors funds.

Performs related fiscal tasks (e.g., reviews RHR documents for proper coding & correct data entry; makes necessary journal entries into CAS for adjustments; issues overrides on vouchers; researches & resolves accounting problems; reviews processing results of ISTV's; transfers appropriations from one spending authorization code to another or from quarter to quarter; takes appropriate action to establish appropriations data into CAS upon receipt of legislation other than original appropriation bills; handles cash transfers; maintains internal petty cash fund).

Prepares & maintains required accounting reports & statements; confers with agencies' fiscal officers concerning problems, requests & to furnish information.

**MAJOR WORKER CHARACTERISTICS:**
Knowledge of accounting; OBM & state policies & laws governing Central Accounting System & related transactions. Skill in use of calculator, microfiche reader & video display terminal for CAS operations. Ability to understand government accounting system & principles & be able to define & resolve related problems; gather, collate & classify information about data, people or things; prepare meaningful, accurate & concise records & reports; handle routine & sensitive contacts with & inquiries from government personnel.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**
Completion of undergraduate core coursework in accounting; 2 yrs. exp. in government accounting position in state agency paid by warrant of Ohio Auditor of State.

-Or alternative, equivalent evidence of the Major Worker Characteristics noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**
Not applicable.

**UNUSUAL WORKING CONDITIONS:**
Not applicable.