

AUDITOR OF STATE CLASSIFICATION	CLASSIFICATION SERIES: LOCAL GOVERNMENT SERVICES PROJECT ACCOUNTANT	SERIES NO.: 6631
SPECIFICATION	MAJOR AGENCIES: AUDITOR OF STATE ONLY	EFFECT. DATE: NEW EFF. DATE: 02/15/1998

SERIES PURPOSE:

THE PURPOSE OF THE LOCAL GOVERNMENT SERVICES PROJECT ACCOUNTANT (I.E., LGS PROJECT ACCOUNTANT) OCCUPATION IS TO FINANCIAL SERVICES TO LOCAL GOVERNMENTS.

AT THE FIRST LEVEL, INCUMBENTS ASSIST HIGHER-LEVEL PROJECT ACCOUNTANTS IN PROVIDING FINANCIAL SERVICES TO LOCAL GOVERNMENTS ON-SITE.

AT THE SECOND LEVEL, INCUMBENTS SERVE AS PROJECT LEADER OVER LOWER-LEVEL PROJECT ACCOUNTANTS & PROVIDE FINANCIAL SERVICES TO LOCAL GOVERNMENT ON-SITE.

GLOSSARY: THE FOLLOWING TERMS ARE TO BE INTERPRETED AS FOLLOWS WHENEVER THEY APPEAR IN THE DOCUMENT.

WORKING PAPERS: FINANCIAL INFORMATION GATHERED FROM LOCAL GOVERNMENT RECORDS WHICH SERVES AS WRITTEN DOCUMENTATION TO SUPPORT CONCLUSIONS PRESENTED IN A FINAL REPORT.

GAAP: GENERALLY ACCEPTED ACCOUNTING PRINCIPLES.

LGS: LOCAL GOVERNMENT SERVICES.

COMPLEXITY OF LOCAL GOVERNMENT SERVICES SHALL BE DEFINED AS FOLLOWS: LOCAL GOVERNMENT SERVICES OF HIGHER COMPLEXITY SHALL INCLUDE FINANCIAL FORECASTS, GAAP CONVERSION ASSISTANCE, FISCAL EMERGENCY ANALYSIS, FISCAL WATCH ANALYSIS, INTERNAL CONTROL ANALYSIS & DEVELOPMENT OF PROCEDURAL MANUALS.

LOCAL GOVERNMENT SERVICES OF LESSER COMPLEXITY SHALL INCLUDE RECONCILIATION & RECONSTRUCTION OF FINANCIAL RECORDS & PREPARATION OF FINANCIAL RECORDS & STATEMENTS.

CLASS TITLE:

LOCAL GOVERNMENT SERVICES PROJECT ACCOUNTANT1

CLASS NUMBER:

66311

EFFECTIVE DATE:

02/15/1998

NEW EFFECTIVE DATE:

02/15/1998

CLASS CONCEPT:

THE DEVELOPMENTAL LEVEL CLASS WORKS UNDER GENERAL DIRECTION & REQUIRES WORKING KNOWLEDGE OF ACCOUNTING PRINCIPLES, FINANCIAL TRANSACTIONS & LOCAL GOVERNMENT SERVICES PROCEDURES IN ORDER TO ASSIST HIGHER-LEVEL LGS PROJECT ACCOUNTANTS, SUPERVISORS & MANAGERS IN PROVIDING COMPLEX LOCAL GOVERNMENT SERVICES, INDEPENDENTLY PROVIDE LOCAL GOVERNMENT SERVICES OF LESSER COMPLEXITY, GATHER LOCAL GOVERNMENT FINANCIAL INFORMATION ON-SITE (E.G., PAYROLL, ACCRUED SALARIES, FIXED ASSET INVENTORY RECORDS, ACCOUNTS RECEIVABLE & ACCOUNTS PAYABLE) & PREPARE & ASSIST IN PREPARING WORKING PAPERS THAT SUPPORT FINANCIAL INFORMATION & CONCLUSIONS IN FINAL REPORT.

CLASS TITLE:

LOCAL GOVERNMENT SERVICES PROJECT ACCOUNTANT2

CLASS NUMBER:

66312

EFFECTIVE DATE:

02/15/1998

NEW EFFECTIVE DATE:

02/15/1998

CLASS CONCEPT:

THE FULL PERFORMANCE LEVEL CLASS WORKS UNDER DIRECTION & REQUIRES CONSIDERABLE KNOWLEDGE OF ACCOUNTING PRINCIPLES, FINANCIAL TRANSACTIONS & LOCAL GOVERNMENT SERVICES PROCEDURES IN ORDER TO SERVE AS PROJECT LEADER OVER LOWER-LEVEL LGS PROJECT ACCOUNTANTS IN CONDUCTING LOCAL GOVERNMENT SERVICES & GATHERING LOCAL GOVERNMENT FINANCIAL INFORMATION (E.G., PAYROLL, ACCRUED SALARIES, FIXED ASSET INVENTORY RECORDS, ACCOUNTS RECEIVABLE & ACCOUNTS PAYABLE), PROVIDE COMPLEX LOCAL GOVERNMENT SERVICES & PREPARE & OVERSEE PREPARATION OF WORKING PAPERS TO ENSURE ALL FINANCIAL DATA COLLECTED IS ACCURATE & CONCLUSIONS ARE SUPPORTED FOR USE IN FINAL REPORT.

CLASS TITLE: LOCAL GOVERNMENT SERVICES PROJECT ACCOUNTANT1	CLASS NO.: 66311	BARG. UNITS: 051
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EFFECTIVE DATE:

02/15/1998

NEW EFFECTIVE DATE:

02/15/1998

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.)

ASSISTS HIGHER-LEVEL LGS PROJECT ACCOUNTANTS, SUPERVISORS & MANAGERS IN PROVIDING COMPLEX LOCAL GOVERNMENT SERVICES, INDEPENDENTLY PROVIDES LOCAL GOVERNMENT SERVICES OF LESSER COMPLEXITY, GATHER LOCAL GOVERNMENT FINANCIAL INFORMATION ON-SITE (E.G., PAYROLL, ACCRUED SALARIES, FIXED ASSET INVENTORY RECORDS, ACCOUNTS RECEIVABLE & ACCOUNTS PAYABLE) & PREPARES & ASSISTS IN PREPARING WORKING PAPERS THAT SUPPORT FINANCIAL INFORMATION & CONCLUSIONS IN FINAL REPORT.

APPLIES ASSIGNED LGS PROCEDURES & TECHNIQUES TO SPECIFIC ACCOUNTS & RECORDS OF LOCAL GOVERNMENTS; ASSISTS HIGHER-LEVEL LGS EMPLOYEES IN PREPARING FINANCIAL REPORTS OF LOCAL GOVERNMENTS; REVIEWS FINANCIAL REPORTS & ACCOUNTING PROCEDURES WITH HIGHER-LEVEL LGS EMPLOYEES TO DETERMINE COMPLIANCE WITH LGS PROCEDURES & TECHNIQUES; RECOMMENDS NEW POLICIES CONCERNING METHODS OF PROVIDING FINANCIAL ACCOUNTING SERVICES & ASSISTS LOCAL GOVERNMENTS IN DETERMINING REQUIREMENTS OF LAWS & REGULATIONS RELATED TO FINANCIAL INFORMATION.

ASSISTS IN RESEARCH & DOCUMENTATION OF FINANCIAL TRANSACTION CYCLES USED BY LOCAL GOVERNMENTS TO ACCOMPLISH FINANCIAL & FINANCIAL RELATED ACTIVITIES (E.G., PURCHASING & PAYROLL ACTIVITIES); DESIGNS & PREPARES COMPUTER SPREADSHEETS FOR USE AS WORKING PAPERS; ATTENDS MEETINGS WITH HIGHER-LEVEL LGS EMPLOYEES TO DISCUSS REPORTS WITH LOCAL GOVERNMENT OFFICIALS.

MAJOR WORKER CHARACTERISTICS:

KNOWLEDGE OF ACCOUNTING; AUDITING PROCEDURES ADOPTED BY AUDITOR OF STATE*; GENERALLY ACCEPTED ACCOUNTING PRINCIPLES; FISCAL ADVISORY SERVICES*; ACCOUNTING &/OR LEGAL COMPLIANCE REQUIREMENTS*; PUBLIC RELATIONS; AGENCY POLICIES & PROCEDURES GOVERNING PAYROLL & ACCOUNTING TRAINING & SUPPORT TO LOCAL GOVERNMENTS*. SKILL IN OPERATION OF PERSONAL COMPUTER. ABILITY TO UNDERSTAND SYSTEM OF ACCOUNTING PROCEDURES; READ & UNDERSTAND VARIETY OF TECHNICAL MATERIAL RELATED TO ACCOUNTING PROCEDURES; DEFINE PROBLEMS, COLLECT DATA, ESTABLISH FACTS & DRAW VALID CONCLUSIONS; COMMUNICATE VERBALLY ON TECHNICAL MATTERS; CALCULATE FRACTIONS, DECIMALS & PERCENTAGES; GATHER, COLLATE & CLASSIFY INFORMATION ABOUT DATA IN ORDER TO WRITE CLEAR & CONCISE REPORTS; HANDLE ROUTINE CONTACTS WITH LOCAL GOVERNMENT OFFICIALS; COOPERATE WITH CO-WORKERS ON ASSIGNMENTS.

(*)DEVELOPED AFTER EMPLOYMENT.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

COMPLETION OF UNDERGRADUATE CORE PROGRAM IN BUSINESS OR ACCOUNTING TO INCLUDE 4 COURSES IN ACCOUNTING; MUST PROVIDE OWN TRANSPORTATION.

-OR EQUIVALENT OF MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT NOTED ABOVE.

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

COMPLETION OF 40 HOURS OF JOB RELATED CONTINUING EDUCATION ANNUALLY.

UNUSUAL WORKING CONDITIONS:

REQUIRED TO COMPLETE ASSIGNMENTS WITHIN STRICT TIME CONSTRAINTS ON CONTINUING BASIS.

CLASS TITLE: LOCAL GOVERNMENT SERVICES PROJECT ACCOUNTANT2	CLASS NO.: 66312	BARG. UNITS: 051
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EFFECTIVE DATE:

02/15/1998

NEW EFFECTIVE DATE:

02/15/1998

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.)

SERVES AS PROJECT LEADER OVER LOWER-LEVEL LGS PROJECT ACCOUNTANTS IN CONDUCTING LOCAL GOVERNMENT SERVICES & GATHERING LOCAL GOVERNMENT FINANCIAL INFORMATION ON-SITE (E.G., PAYROLL, ACCRUED SALARIES, FIXED ASSET INVENTORY RECORDS, ACCOUNTS RECEIVABLE & ACCOUNTS PAYABLE), PROVIDES COMPLEX LOCAL GOVERNMENT SERVICES & PREPARES & OVERSEES PREPARATION OF WORKING PAPERS TO ENSURE ALL FINANCIAL DATA COLLECTED IS ACCURATE & CONCLUSIONS ARE SUPPORTED FOR USE IN FINAL REPORT.

APPLIES ASSIGNED LGS PROCEDURES & TECHNIQUES TO SPECIFIC ACCOUNTS & RECORDS OF LOCAL GOVERNMENTS; PROVIDES SERVICES TO MULTIPLE LOCAL GOVERNMENTS SIMULTANEOUSLY; PREPARES OR ASSISTS IN PREPARING DRAFT REPORTS; REVIEWS FINANCIAL REPORTS & ACCOUNTING PROCEDURES TO DETERMINE COMPLIANCE WITH LGS PROCEDURES & TECHNIQUES; RECOMMENDS NEW POLICIES CONCERNING METHODS OF PROVIDING FINANCIAL ACCOUNTING SERVICES; ASSISTS LOCAL GOVERNMENTS IN DETERMINING REQUIREMENTS OF LAWS & REGULATIONS CONCERNING FINANCIAL INFORMATION.

RESEARCHES & DOCUMENTS FINANCIAL TRANSACTION CYCLES USED BY LOCAL GOVERNMENTS TO ACCOMPLISH FINANCIAL & FINANCIAL RELATED ACTIVITIES (E.G., PURCHASING & PAYROLL ACTIVITIES); DESIGNS & PREPARES COMPUTER SPREADSHEETS FOR USE AS WORKING PAPERS; ATTENDS MEETINGS WITH HIGHER-LEVEL LGS SUPERVISORS &/OR MANAGERS TO DISCUSS REPORTS WITH LOCAL GOVERNMENT OFFICIALS; PRESENTS SEMINARS & CONDUCTS TRAINING FOR LOCAL GOVERNMENT OFFICIALS.

MAJOR WORKER CHARACTERISTICS:

KNOWLEDGE OF ACCOUNTING; AUDITING, PROCEDURES ADOPTED BY AUDITOR OF STATE*; GENERALLY ACCEPTED ACCOUNTING PRINCIPLES; FISCAL ADVISORY SERVICES*; ACCOUNTING &/OR LEGAL COMPLIANCE*; PUBLIC RELATIONS; AGENCY POLICIES & PROCEDURES GOVERNING PAYROLL & ACCOUNTING TRAINING & SUPPORT TO LOCAL GOVERNMENTS; EMPLOYEE TRAINING & DEVELOPMENT*; SUPERVISORY PRINCIPLES &/OR TECHNIQUES*. SKILL IN OPERATION OF PERSONAL COMPUTER. ABILITY TO UNDERSTAND SYSTEM OF ACCOUNTING PROCEDURES; READ & UNDERSTAND VARIETY OF TECHNICAL MATERIAL RELATED TO ACCOUNTING PROCEDURES; DEFINE PROBLEMS, COLLECT DATA, ESTABLISH FACTS & DRAW VALID CONCLUSIONS; CALCULATE FRACTIONS, DECIMALS & PERCENTAGES; GATHER, COLLATE & CLASSIFY INFORMATION ABOUT DATA IN ORDER TO WRITE CLEAR & CONCISE REPORTS; HANDLE ROUTINE CONTACTS WITH LOCAL GOVERNMENT OFFICIALS; COOPERATE WITH CO-WORKERS ON ASSIGNMENTS.

(*)DEVELOPED AFTER EMPLOYMENT.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

COMPLETION OF UNDERGRADUATE CORE PROGRAM IN BUSINESS OR ACCOUNTING TO INCLUDE 4 COURSES IN ACCOUNTING & 12 MOS. EXP. IN ACCOUNTING PROCEDURES; MUST PROVIDE OWN TRANSPORTATION.

-OR 12 MOS. EXP. AS LGS PROJECT ACCOUNTANT 1, 66311A; MUST PROVIDE OWN TRANSPORTATION.

-OR EQUIVALENT OF MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT NOTED ABOVE.

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

COMPLETION OF 40 HOURS OF JOB RELATED CONTINUING EDUCATION ANNUALLY.

UNUSUAL WORKING CONDITIONS:

REQUIRED TO COMPLETE ASSIGNMENTS WITHIN STRICT TIME CONSTRAINTS ON CONTINUING BASIS.