

**AUDITOR OF STATE**  
CLASSIFICATION

**CLASSIFICATION SERIES:**  
UNIFORM ACCOUNTING NETWORK PROJECT  
ACCOUNTANT

**SERIES NO.:**  
6641

SPECIFICATION

**MAJOR AGENCIES:**  
AUDITOR OF STATE ONLY

**EFFECT. DATE:**      **NEW EFF. DATE:**  
02/15/1998              02/15/1998

**SERIES PURPOSE:**

THE PURPOSE OF THE UNIFORM ACCOUNTING NETWORK (I.E., UAN) PROJECT ACCOUNTANT OCCUPATION IS TO PROVIDE TECHNICAL ASSISTANCE TO CLIENTS/ LOCAL GOVERNMENTS (E.G., TOWNSHIPS, VILLAGES & LIBRARIES) IN THE PROPER USE OF SOFTWARE APPLICATIONS & ACCOUNTING PROCEDURES.

AT THE FIRST LEVEL, INCUMBENTS ASSIST HIGHER-LEVEL UAN PROJECT ACCOUNTANT IN PROVIDING TRAINING & SUPPORT SERVICES TO CLIENTS ON SOFTWARE & ACCOUNTING ISSUES.

AT THE SECOND LEVEL, INCUMBENTS SERVE AS PROJECT LEADER & OVERSEE WORK PERFORMED BY LOWER-LEVEL UAN PROJECT ACCOUNTANT & INDEPENDENTLY PROVIDE TRAINING & SUPPORT SERVICES TO CLIENTS ON SOFTWARE & ACCOUNTING RELATED ISSUES.

**CLASS TITLE:**

UNIFORM ACCTNG NETWORK PROJ. ACCOUNTANT 1

**CLASS NUMBER:**

66411

**EFFECTIVE DATE:**

02/15/1998

**NEW EFFECTIVE DATE:**

02/15/1998

**CLASS CONCEPT:**

THE DEVELOPMENTAL LEVEL CLASS WORKS UNDER CLOSE SUPERVISION & REQUIRES CONSIDERABLE KNOWLEDGE OF ACCOUNTING IN ORDER TO ASSIST HIGHER-LEVEL UNIFORM ACCOUNTING NETWORK (I.E., UAN) PROJECT ACCOUNTANT IN PROVIDING TRAINING TO CLIENTS/LOCAL GOVERNMENTS ON VARIOUS SOFTWARE APPLICATIONS, DEVELOPING TRAINING MATERIALS & IN PROVIDING INDIVIDUAL CLIENT SUPPORT ON SOFTWARE & ACCOUNTING RELATED ISSUES.

**CLASS TITLE:**

UNIFORM ACCTNG NETWORK PROJ. ACCOUNTANT 2

**CLASS NUMBER:**

66412

**EFFECTIVE DATE:**

02/15/1998

**NEW EFFECTIVE DATE:**

02/15/1998

**CLASS CONCEPT:**

THE FULL-PERFORMANCE LEVEL CLASS WORKS UNDER DIRECTION & REQUIRES THOROUGH KNOWLEDGE OF ACCOUNTING IN ORDER TO SERVE AS PROJECT LEADER & OVERSEE WORK PERFORMED BY LOWER-LEVEL UNIFORM ACCOUNTING NETWORK (I.E., UAN) PROJECT ACCOUNTANT, INDEPENDENTLY PROVIDE TRAINING TO CLIENTS/LOCAL GOVERNMENTS ON VARIOUS SOFTWARE APPLICATIONS, DEVELOP TRAINING MATERIALS & PROVIDE INDIVIDUAL CLIENT SUPPORT ON SOFTWARE & ACCOUNTING RELATED ISSUES.

<b>CLASS TITLE:</b> UNIFORM ACCTNG NETWORK PROJ. ACCOUNTANT 1	<b>CLASS NO.:</b> 66411	<b>BARG. UNITS:</b> 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 UNIFORM ACCOUNTING NETWORK (I.E., UAN) PROJECT ACCOUNTANT & UAN SUPERVISORY & COMPUTER STAFF IN PROVIDING TRAINING TO CLIENTS/LOCAL GOVERNMENTS TO INCLUDE SUCH ENTITIES AS TOWNSHIPS, VILLAGES & LIBRARIES ON VARIOUS SOFTWARE APPLICATIONS TO INCLUDE ACCOUNTING, PAYROLL, CEMETERY TRACKING, INVENTORY TRACKING, WORD PROCESSING, SPREADSHEETS & DATABASE, ASSISTS IN DEVELOPMENT OF TRAINING MATERIALS & USER MANUALS FOR SOFTWARE APPLICATIONS, PROVIDES (I.E., UNDER DIRECTION OF HIGHER-LEVEL STAFF) INDIVIDUAL CLIENT SUPPORT ON SOFTWARE & ACCOUNTING RELATED ISSUES BY PROVIDING GUIDANCE ON ACCOUNTING PROCEDURES & COMPUTER TECHNIQUES THROUGH ORAL, WRITTEN OR ELECTRONIC MEANS, PERFORMS RECONSTRUCTIVE (I.E., RECREATES FINANCIAL INFORMATION FROM FACTS & DOCUMENTATION AVAILABLE) & RECONCILIATION (I.E., BRINGS ACCOUNTING RECORDS INTO AGREEMENT WITH DEPOSITORY/BANK ACTIVITY) SERVICES FOR CLIENTS, REVIEWS WORK PERFORMED WITH SUPERVISOR TO ENSURE ACCURACY & COMPLIANCE WITH APPLICABLE PROCEDURES, RULES, LAWS, STANDARDS, CODES & OTHER GUIDELINES APPLICABLE TO PAYROLL & ACCOUNTING FUNCTIONS FOR LOCAL GOVERNMENTS & ASSISTS IN DISTRIBUTION OF MANUAL UPDATES, SOFTWARE INSTALLATION PROCEDURES, PROGRAM UPDATES & RELATED MATERIALS TO CLIENTS.

CONDUCTS TESTS (I.E., UNDER DIRECTION OF HIGHER-LEVEL UAN PROJECT ACCOUNTANT, UAN SUPERVISORY STAFF & COMPUTER STAFF) OF NEW SOFTWARE APPLICATIONS OR VERSIONS & DOCUMENTS RESULTS; MAINTAINS SOFTWARE UPGRADE CONFIRMATIONS & YEAR END FINANCIAL DATA OF CLIENTS; OVERSEES CONFIDENTIAL PAYROLL & TAX RECORDS BELONGING TO CLIENTS; RECOMMENDS NEW &/OR CHANGES TO EXISTING POLICIES & PROCEDURES.

MAINTAINS DATABASE CONTAINING INFORMATION ON CLIENT/LOCAL GOVERNMENT TO INCLUDE HARDWARE, TRAINING RECEIVED & CALL HISTORY (I.E., RECORD OF ALL CORRESPONDENCE VIA TELEPHONE OR LETTER); MAINTAINS INVENTORY OF AGENCY OWNED COMPUTER EQUIPMENT LOCATED AT CLIENT SITES & OFFICE LOCATIONS; DETERMINES APPROPRIATE PARTICIPATION FEES & PROCESSES BILLING OF CLIENTS.

**MAJOR WORKER CHARACTERISTICS:**

KNOWLEDGE OF ACCOUNTING; PROCEDURES, RULES, LAWS, STANDARDS, CODES & OTHER GUIDELINES (I.E., TO INCLUDE GENERALLY ACCEPTED ACCOUNTING PRINCIPLES) APPLICABLE TO PAYROLL & ACCOUNTING FUNCTIONS FOR LOCAL GOVERNMENTS\*; COMPUTER SCIENCE; FUNCTIONS & CAPABILITIES OF SOFTWARE SYSTEMS/APPLICATIONS; COMPUTER HARDWARE; SOFTWARE INSTALLATIONS; PUBLIC RELATIONS; AGENCY POLICIES & PROCEDURES GOVERNING PROVIDING PAYROLL & ACCOUNTING TRAINING & SUPPORT TO LOCAL GOVERNMENTS\*. SKILL IN OPERATION OF COMPUTER TERMINAL. ABILITY TO READ & UNDERSTAND VARIETY OF TECHNICAL MATERIAL RELATED TO SOFTWARE APPLICATIONS; DEFINE PROBLEMS, COLLECT DATA, ESTABLISH FACTS & DRAW VALID CONCLUSIONS; COMMUNICATE VERBALLY ON TECHNICAL MATTERS; COOPERATE WITH OTHERS ON GROUP PROJECTS; MOVE LIMBS/FINGERS EASILY TO OPERATE COMPUTER TERMINAL.

(\*)DEVELOPED AFTER EMPLOYMENT.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

COMPLETION OF UNDERGRADUATE CORE PROGRAMS IN ACCOUNTING; 2 COURSES OR 6 MOS. EXP. IN COMPUTER SCIENCE; MUST PROVIDE OWN TRANSPORTATION.

-OR COMPLETION OF UNDERGRADUATE CORE PROGRAM IN BUSINESS ADMINISTRATION TO INCLUDE 4 COURSES IN ACCOUNTING & 2 COURSES OR 6 MOS. EXP. IN COMPUTER SCIENCE; 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.

<b>CLASS TITLE:</b> UNIFORM ACCTNG NETWORK PROJ. ACCOUNTANT 2	<b>CLASS NO.:</b> 66412	<b>BARG. UNITS:</b> 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 (I.E., UNDER DIRECTION OF UAN SUPERVISORY STAFF & COMPUTER STAFF) & OVERSEES WORK PERFORMED BY LOWER-LEVEL UNIFORM ACCOUNTING NETWORK (I.E., UAN) PROJECT ACCOUNTANT & INDEPENDENTLY PROVIDES TRAINING TO CLIENTS/LOCAL GOVERNMENTS TO INCLUDE SUCH ENTITIES AS TOWNSHIPS, VILLAGES & LIBRARIES & AUDITOR OF STATE STAFF ON VARIOUS SOFTWARE APPLICATIONS TO INCLUDE ACCOUNTING, PAYROLL, CEMETERY TRACKING, INVENTORY TRACKING, WORD PROCESSING, SPREADSHEETS & DATABASE, PROVIDES GUIDANCE TO CLIENTS TO ENSURE ACCURACY & COMPLIANCE WITH APPLICABLE PROCEDURES, RULES, LAWS, STANDARDS, CODES & OTHER GUIDELINES APPLICABLE TO PAYROLL & ACCOUNTING FUNCTIONS FOR LOCAL GOVERNMENTS, PROVIDES INDIVIDUAL CLIENT SUPPORT ON SOFTWARE & ACCOUNTING RELATED ISSUES BY PROVIDING GUIDANCE ON ACCOUNTING PROCEDURES & COMPUTER TECHNIQUES THROUGH ORAL, WRITTEN OR ELECTRONIC MEANS, EXPLAINS &/OR INTERPRETS NEW POLICIES &/OR INTERPRETATIONS TO CLIENTS, STAFF MEMBERS OR INDEPENDENT CONTRACTORS, DEVELOPS PROMOTIONAL MATERIALS TO INCLUDE DOCUMENTS & VIDEOS DESIGNED TO INFORM USERS ABOUT ADVANTAGES/USES OF SOFTWARE APPLICATIONS & ACCOUNTING PROCEDURES, ASSISTS IN RESOLUTION OF HARDWARE ISSUES, PERFORMS RECONSTRUCTIVE (I.E., RECREATES FINANCIAL INFORMATION FROM FACTS & DOCUMENTATION AVAILABLE) & RECONCILIATION (I.E., BRINGS ACCOUNTING RECORDS INTO AGREEMENT WITH DEPOSITORY/BANK ACTIVITY) SERVICES FOR CLIENTS & DISTRIBUTES MANUAL UPDATES, SOFTWARE INSTALLATION PROCEDURES, PROGRAM UPDATES & RELATED MATERIALS TO CLIENTS.

ASSISTS UAN SUPERVISORY STAFF & COMPUTER STAFF IN DESIGN OF SOFTWARE APPLICATIONS; DOCUMENTS SOFTWARE APPLICATION ISSUES FOR PROGRAMMERS; CONDUCTS TESTS OF NEW SOFTWARE APPLICATIONS OR VERSIONS PRIOR TO DISTRIBUTION TO CLIENTS; MAINTAINS SOFTWARE UPGRADE CONFIRMATIONS & YEAR END FINANCIAL DATA OF CLIENTS; OVERSEES CONFIDENTIAL PAYROLL & TAX RECORDS BELONGING TO CLIENTS; RECOMMENDS NEW &/OR CHANGES TO EXISTING POLICIES & PROCEDURES.

MAINTAINS DATABASE CONTAINING INFORMATION ON CLIENT/LOCAL GOVERNMENT TO INCLUDE HARDWARE, TRAINING RECEIVED & CALL HISTORY (I.E., RECORD OF ALL CORRESPONDENCE VIA TELEPHONE OR LETTER); MAINTAINS INVENTORY OF AGENCY OWNED COMPUTER EQUIPMENT LOCATED AT CLIENT SITES & OFFICE LOCATIONS; DETERMINES APPROPRIATE PARTICIPATION FEES & PROCESSES BILLING OF CLIENTS.

**MAJOR WORKER CHARACTERISTICS:**

KNOWLEDGE OF ACCOUNTING; PROCEDURES, RULES, LAWS, STANDARDS, CODES & OTHER GUIDELINES (I.E., TO INCLUDE GENERALLY ACCEPTED ACCOUNTING PRINCIPLES) APPLICABLE TO PAYROLL & ACCOUNTING FUNCTIONS FOR LOCAL GOVERNMENTS\*; COMPUTER SCIENCE; FUNCTIONS & CAPABILITIES OF SOFTWARE SYSTEMS/APPLICATIONS; COMPUTER HARDWARE; SOFTWARE INSTALLATION; PUBLIC RELATIONS; AGENCY POLICIES & PROCEDURES GOVERNING PROVIDING PAYROLL & ACCOUNTING TRAINING & SUPPORT TO LOCAL GOVERNMENTS\*. SKILL IN OPERATION OF COMPUTER TERMINAL. ABILITY TO READ & UNDERSTAND VARIETY OF TECHNICAL MATERIAL RELATED TO SOFTWARE APPLICATIONS; DEFINE PROBLEMS, COLLECT DATA, ESTABLISH FACTS & DRAW VALID CONCLUSIONS; COMMUNICATE VERBALLY ON TECHNICAL MATTERS; COOPERATE WITH OTHERS ON GROUP PROJECTS; MOVE LIMBS/FINGERS EASILY TO OPERATE COMPUTER TERMINAL.

(\*)DEVELOPED AFTER EMPLOYMENT.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

COMPLETION OF UNDERGRADUATE CORE PROGRAM IN ACCOUNTING; 24 MOS. EXP. IN ACCOUNTING POSITION WHICH INCLUDED USE OF SOFTWARE APPLICATIONS; MUST PROVIDE OWN TRANSPORTATION.

-OR COMPLETION OF UNDERGRADUATE CORE PROGRAM IN BUSINESS ADMINISTRATION; 24 MOS. EXP. IN ACCOUNTING POSITION WHICH INCLUDED USE OF SOFTWARE APPLICATIONS; MUST PROVIDE OWN TRANSPORTATION.

-OR 24 MOS. EXP. AS UNIFORM ACCOUNTING NETWORK PROJECT ACCOUNTANT 1, 66411A; 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.