

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Unclaimed Funds Auditor

SERIES NO.:

6644

MAJOR AGENCIES:

Commerce only

EFFECTIVE DATE:

03/07/2004

SERIES PURPOSE:

The purpose of the unclaimed funds auditor occupation is to examine & audit accounting books, records & documents of banks, savings & loan institutions, insurance companies, public & private corporations & any other potential holder of unclaimed funds for compliance with Chapter 169, Ohio Revised Code (i.e., unclaimed funds law).

At the first level, incumbents assist higher-level unclaimed funds auditors & perform assigned phases of examinations.

At the second level, incumbents conduct examinations &/or audits, analyze records & reconcile accounts.

At the third level, incumbents conduct examinations &/or audits of complex capital structures & multiple accounting systems.

At the fourth level, incumbents conduct examinations &/or audits of most difficult & complex capital structure & multiple accounting systems.

Note: This class is to be used by Department of Commerce only.

CLASS TITLE:

Unclaimed Funds Auditor 1

CLASS NUMBER:

66441

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The first developmental level class works under immediate supervision & requires working knowledge of accounting/finance in order to assist higher level unclaimed funds auditors in examination &/or audit of accounting books, records & documents of banks, savings & loan institutions, insurance companies, public & private corporations & any other potential holders of unclaimed funds for compliance with Chapter 169, Ohio Revised Code & proper reporting procedures & perform assigned phases of examinations.

CLASS TITLE:

Unclaimed Funds Auditor 2

CLASS NUMBER:

66442

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The second developmental level class works under general supervision & requires working knowledge of accounting/finance in order to examine &/or audit accounting books, records & documents of banks, savings & loan institutions, insurance companies, public & private corporations & any other potential holders of unclaimed funds for compliance with Chapter 169, Ohio Revised Code & proper reporting procedures & analyze records & reconciles accounts.

CLASS TITLE:

Unclaimed Funds Auditor 3

CLASS NUMBER:

66443

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The first full performance level class works under direction & requires considerable knowledge of accounting/finance in order to examine &/or audit accounting books, records & documents of banks, savings & loan institutions, insurance companies, public & private corporations & any other potential holders of unclaimed funds for compliance with Chapter 169, Ohio Revised Code & proper reporting procedures & perform examinations of complex capital structures & multiple

accounting systems.

CLASS TITLE:

Unclaimed Funds Auditor 4

CLASS NUMBER:

66444

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The second full performance level class works under direction & requires considerable knowledge of accounting/finance in order to examine &/or audit accounting books, records & documents of banks, savings & loan institutions, insurance companies, public & private corporations & any other potential holders of unclaimed funds for compliance with Chapter 169, Ohio Revised Code & proper reporting procedures & perform examinations of most difficult & complex capital structures & multiple accounting systems.

CLASS TITLE: Unclaimed Funds Auditor 1	CLASS NUMBER: 66441	BARGAINING UNIT: 14
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EFFECTIVE DATE:

03/07/2004

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 unclaimed funds auditor in examining &/or auditing of accounting books, records & documents of state & national banks, state & federally chartered savings & loan institutions, public & private corporations, trust companies, brokerage firms, utilities, life & casualty insurance companies, public & private corporations & any other potential holders of unclaimed funds for compliance with Chapter 169, Ohio Revised Code, works under immediate supervision to execute examination programs & prepares working papers & reports according to professional standards & divisional policy for both manual & EDP accounting systems.

Performs assigned phases of examinations; compares data to generate ledger totals; compiles & enters data on computer (i.e., including non-compliance of holders); conducts desk audits on holders via telephone & notes exceptions; interviews company personnel & accountants to obtain audit information; prepares boilerplate examination workpapers & reports; operates CRT to obtain information.

MAJOR WORKER CHARACTERISTICS:

Knowledge of accounting/finance; state & federal regulations governing unclaimed funds*; public relations*; interviewing*. Skill in use of computer terminal; use of calculator. Ability to review & understand financial records; copy records without error; gather, collate & classify financial information about data, people or things; calculate fractions, decimals & percentages; handle sensitive & routine face-to-face contacts & inquiries.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in accounting/finance; 6 mos. trg. or 6 mos. exp. in accounting &/or auditing examining documentation of businesses, insurance companies or financial institutions for compliance with recognized state & federal standards & regulations; valid driver's license.

-Or 16 semester hours or 24 quarter hours in accounting/finance; 18 mos. exp. in accounting/finance.

-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:

Requires travel.

CLASS TITLE: Unclaimed Funds Auditor 2	CLASS NUMBER: 66442	BARGAINING UNIT: 14
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EFFECTIVE DATE:
03/07/2004

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 unclaimed funds auditors & examines &/or audits accounting books, records & documents of state & national banks, state & federally chartered savings & loan institutions, public & private corporations, trust companies, brokerage firms, utilities, life & casualty insurance companies, public & private corporations & any other potential holders of unclaimed funds for compliance with Chapter 169, Ohio Revised Code, requests records in order to execute examination programs & prepares working papers according to professional standards & divisional policy for both manual & EDP accounting systems, analyzes, records & reconciles accounts, conducts desk audits on holders via telephone & enters findings & exceptions into computer.

Assists in preparation of final report of examination; requests audit information from holders & management to collect data & complete analysis; recommends corrective action to holders.

Notifies supervision of any non-compliance in operating conditions or procedures; interviews company personnel & accountants to obtain audit information; operates CRT to obtain information.

MAJOR WORKER CHARACTERISTICS:

Knowledge of accounting/finance; state & federal regulations governing unclaimed funds*; public relations; interviewing. Skill in use of computer terminal; use of calculator. Ability to review & understand financial records; copy records without error; gather, collate & classify financial information about data, people or things; calculate fractions, decimals & percentages; handle sensitive & routine face-to-face contacts & inquiries.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in accounting/finance; 12 mos. trg. or 12 mos. exp. in accounting &/or auditing/examining documentation of businesses, insurance companies or financial institutions for compliance with recognized state & federal standards & regulations; valid driver's license.

-Or 3 yrs. trg. or 3 yrs. exp. as specified in above option; valid driver's license.

-Or 6 mos. exp. as Unclaimed Funds Auditor 1, 66441; valid driver's license.

-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:

Requires travel.

CLASS TITLE: Unclaimed Funds Auditor 3	CLASS NUMBER: 66443	BARGAINING UNIT: 14
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EFFECTIVE DATE:

03/07/2004

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.)

Examines &/or audits accounting books, records & documents of state & national banks, state & federally chartered savings & loan institutions, public & private corporations, trust companies, brokerage firms, utilities, life & casualty insurance companies, public & private corporations & any other potential holders of unclaimed funds for compliance with Chapter 169, Ohio Revised Code & performance examinations of complex capital structures & multiple accounting systems due to numerous autonomous subsidiaries & divisions, plans & establishes scope of examinations, executes audit programs & prepares working papers according to professional standards & divisional policy.

Presents examination findings to company officials &/or representatives; responds to inquiries; presents technical recommendations to company controllers regarding changes in data processing system & internal control to ensure compliance with Chapter 169, Ohio Revised Code; advises legal staff regarding interpretation & application of Chapter 169, Ohio Revised Code; notifies supervisor of non-compliance in operating conditions or procedures; performs necessary follow-up examinations; assists in development & implementation of internal computer & external audit programs, desk audits & collections for all holders of unclaimed funds.

Serves as liaison between unclaimed funds division & companies regarding negotiations of audit settlements & resolution of problems or questions involving policy decisions & statutory requirements; assists in development of examination procedures; provides training for new or lower-level unclaimed fund auditors; prepares examination reports; reviews working papers submitted by other unclaimed funds auditors for compliance with professional standards & divisional policy; analyzes & summarizes records & documentation & prepares reports & spreadsheets concerning examinations & examination results; represents division at conferences & meetings with company representatives & general public.

MAJOR WORKER CHARACTERISTICS:

Knowledge of accounting/finance; state & federal regulations governing unclaimed funds*; public relations; interviewing; employee training & development*. Skill in use of computer terminal; use of calculator. Ability to review & understand financial records; copy records without error; gather, collate & classify financial information about data, people or things; calculate fractions, decimals & percentages; handle sensitive & routine face-to-face contacts & inquiries.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in accounting/finance; 18 mos. trg. or 18 mos. exp. in accounting &/or auditing/examining documentation of businesses, insurance companies or financial institution for compliance with recognized state & federal standards & regulations; valid driver's license.

-Completion of coursework for associate degree in accounting/finance; 30 mos. trg. or 30 mos. exp. as specified in above option; valid driver's license.

-Or 6 mos. exp. as Unclaimed Funds Auditor 2, 66442; valid driver's license.

-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:

Requires travel.

CLASS TITLE: Unclaimed Funds Auditor 4	CLASS NUMBER: 66444	BARGAINING UNIT: 14
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EFFECTIVE DATE:
03/07/2004

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.)

Examines &/or audits accounting books, records & documents of state & national banks, state & federally chartered savings & loan institutions, public & private corporations, trust companies, brokerage firms, utilities, life & casualty insurance companies, public or private corporations & any other potential holders of unclaimed funds for compliance with Chapter 169, Ohio Revised Code & performs examinations of most difficult & complex nature on large companies with complex capital structures & multiple accounting systems due to numerous autonomous subsidiaries & divisions, performs technical (i.e., reviews prior working papers, if any, to identify previous problem areas & related findings) & administrative (i.e., determines timing of examinations based on availability of holders records & personnel, availability of records & staffing needs) planning of examinations, establishes scope of examination to ensure compliance with Chapter 169, Ohio Revised Code, executes audit programs & prepares working papers according to professional standards & divisional policy.

Presents examination findings to company officials &/or representatives; responds to inquiries; presents technical recommendations to company controllers regarding changes in data processing system & internal controls to ensure compliance with Chapter 169, Ohio Revised Code; advises legal staff regarding interpretation & application of Chapter 169, Ohio Revised Code; notifies supervision of non-compliance in operating conditions or procedures; performs necessary follow-up examinations; assists in development & implementation of internal computer & external audit programs, desk audits & collections for holders of unclaimed funds.

Serves as liaison between unclaimed funds division & companies regarding negotiations of audit settlements & resolution of problems or questions involving policy decisions & statutory requirements; represents division at conferences & meetings with company representatives & general public; assists in development of examination procedures; prepares examination reports; provides training for new or lower-level unclaimed funds auditors; reviews working papers submitted by other unclaimed funds auditors; for compliance with professional standards & divisional policy; analyzes & summarizes records & documentation & prepares reports & spreadsheets concerning examinations & examination results.

MAJOR WORKER CHARACTERISTICS:

Knowledge of accounting/finance; state & federal regulations governing unclaimed funds*; public relations; interviewing; employee training & development. Skill in use of computer terminal; use of calculator. Ability to review & understand financial records; copy records without error; gather, collate & classify financial information about data, people or things; calculate fractions, decimals & percentages; handle sensitive & routine face-to-face contacts & inquiries.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in accounting/finance; 24 mos. trg. or 24 mos. exp. in accounting &/or auditing/examining documentation of businesses, insurance companies or financial institutions for compliance with recognized state & federal standards & regulations; 6 mos. trg. or 6 mos. exp. in employee training & development; valid driver's license.

-Or 6 mos. exp. as Unclaimed Funds Auditor 3, 66443; valid driver's license.

-Or equivalent of Minimum Qualifications for Employment noted above.

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel.