

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

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| <b><u>CLASSIFICATION SERIES</u></b><br>Accountant/Examiner | <b><u>SERIES NUMBER</u></b><br>6611   |
| <b><u>MAJOR AGENCIES</u></b><br>All Agencies               | <b><u>EFFECTIVE</u></b><br>10/04/2015 |

**SERIES PURPOSE**

The purpose of the accountant/examiner occupation is to review various transactions for given accounts, Job Training Partnership Act (i.e., JTPA) external audits, or program information to determine accuracy, completeness, compliance and/or need for further processing relative to billings, federal or third-party reimbursements, collection of fees or payments, payment of claims, bills and/or invoices, issuance of permits, licenses or registrations, or processing of contract estimates.

At the lower three levels, incumbents review & process various transactions for given accounts, Job Training Partnership Act (i.e., JTPA) external audits, or program information.

At the higher levels, incumbents act as lead worker, unit/section supervisor or overall program administrator, or in Bureau of Workers' Compensation Policy Services Department only, supervises policy services unit to include employer coverage initiation and coverage maintenance processing, employer payroll/premium processing and employer financial adjustments processing.

This classification series does not include the following:

Unemployment Insurance Auditors - see Unemployment Compensation Compliance Auditor, 6613 series.

Internal/State Revenue Auditors - see Tax Commissioner Agent, 668 group.

Financial Institution Auditors - see Financial Institution Examiner, 6614 series.

Workers' Compensation Tax Underwriters - see Workers' Compensation Underwriter, 6679 series.

Internal Auditors - see Internal Auditor, 6641 series.

Individuals handling unemployment contribution examination, see Unemployment Contributions Examiner, 6621 series.

Insurance Examiners - see Internal Insurance Examiners, 6672 series.

Individuals solely responsible for conducting analyses & reviews (i.e., program audits) for effectiveness of programs, projects or activities, see Management Analyst, 6321 series.

| <b><u>JOB TITLE</u></b> | <b><u>JOB CODE</u></b> | <b><u>PAY GRADE</u></b> | <b><u>EFFECTIVE</u></b> |
|-------------------------|------------------------|-------------------------|-------------------------|
| Accountant/Examiner 1   | 66111                  | 26                      | 03/26/1990              |

**CLASS CONCEPT**

The developmental level class works under general supervision & requires working knowledge of accounting & applicable reporting procedures in order to establish new or make changes to existing accounts necessary for billings & collections of payments as requested by higher-level examiners & maintain fiscal &/or statistical data relative to specific revenue sources, or to receive & process payments from all counties, entities & state agencies for which auditor of state performed audit services, notify entities of delinquent payments & overpayments & returns thereof & resolve discrepancies in account balances, or to review incoming documents to research & resolve discrepancies, ensure accuracy & completeness &/or compliance with reporting procedures & either finalize or refer documents for further processing, accounting or audit.

| <b><u>JOB TITLE</u></b> | <b><u>JOB CODE</u></b> | <b><u>PAY GRADE</u></b> | <b><u>EFFECTIVE</u></b> |
|-------------------------|------------------------|-------------------------|-------------------------|
| Accountant/Examiner 2   | 66112                  | 28                      | 10/04/2015              |

**CLASS CONCEPT**

The first full performance level class works under direction & requires considerable knowledge of accounting & federal

&/or state guidelines applicable to documents reviewed in order to process eligible Medicare &/or Medicaid claims for reimbursements for patients housed in state mental health or developmental disabilities facilities or from service providers &/or county boards, or review & process all billing packages for acquisition, appraisal relocation & property management for assigned region, or act as field service representative for deputy registrar services by monitoring all monies owed state & chargeable inventory or by overseeing deputy registrar operations within assigned district to include addressing complaints from general public, or review & process construction & consultant invoices & Ohio Building Authority certifications, or review information furnished by investigators to determine whether fraudulent overpayments have been made by agency to pharmacies & medical practitioners, or make changes & corrections to authorizations prior to billings being paid, or review construction or other contracts & related documents to determine compliance & make corrections, or review state grant applications & related documents to determine compliance & make changes or corrections, or to process provider claims requiring third party insurance coverage, or review conveyance form for validity & determine sales ratio for real estate, or review closeouts & annual settlements of SDA's, or prepare monthly requests for housing assistance payments, or process all paperwork related to issuance of permits, licenses or registrations to include processing fee payment (i.e., for use only by agency that does not have separate class series created for such purposes & excludes agencies issuing licenses/certificates to paraprofessionals & professionals such as dentists, pharmacists, nurses, real estate brokers), or process revenue & refunds of expenditures for all state agencies, or correct rejecting documents for entry into central accounting system & work with state agencies in correcting submitted vouchers, or review applications for trade adjustment assistance allowance to ensure eligibility criteria has been met, or review various data to determine appropriate manual classification numbers & necessity of rating inspection &/or test audit, review cancelled payroll reports to determine corrective action for reinstatement of coverage & premiums, review documents & reinstate coverage & bind-over workers' compensation coverage in emergency situations, or collect amount due Ohio Department of Job and Family Services (i.e., ODJFS) pursuant to Chapter 4141 of Ohio Revised Code & applicable federal law, conduct collection investigations by researching financial & legal records & refer accounts to Attorney General's Office for legal action, or to coordinate correspondence unit activities involving collections & investigation of delinquent unemployment taxes;

OR

In BWC Finance Division, receive, investigate & resolve inquiries received through written correspondence, telephone calls & referrals from agency work areas & outside state agencies, receive & respond to telephone &/or other inquiries from employers, internal BWC departments, field offices &/or Attorney General's Office concerning delinquent premium balances, communicate with attorney generals' office for further collection efforts, track dishonored checks written to BWC &/or ratify risk of checks;

OR

In BWC Fraud Division, post recovery of funds resulting from special investigations, establish payment arrangements with debtors identified by special investigations department as having received benefits they were not entitled to receive (e.g., injured workers; employers; providers) & assign recovery amounts based on service office, contact (e.g., telephone; correspondence) injured workers or employers regarding debtor accounts & negotiate payment arrangement & contact Office of Attorney General regarding debtor accounts requiring criminal prosecution.

**JOB TITLE**

Accountant/Examiner 3

**JOB CODE**

66113

**PAY GRADE**

30

**EFFECTIVE**

06/06/2010

**CLASS CONCEPT**

The second full performance level class works under direction & requires considerable knowledge of accounting & state &/or federal guidelines applicable to documents processed, reviewed &/or prepared in order to act as state prevailing wage coordinator to ensure compliance & uniformity of highway & rest area construction contracts or like construction contracts, or monitor compliance of department's Section 8 program for subsidized housing to federal regulations, or review & approve calculations & documentation of contract items for construction projects in transportation district or comparable multi-county geographical area, or verify claim forms & documentation evidencing ownership to return unclaimed funds, or establish prices for all Ohio Penal Industries' products, or review completeness of claimant data, billings & expenses to authorize payment & provide account of expenses paid from state insurance fund & surplus fund for given industrial rehabilitation center, or reviews & audits accounts receivable for outstanding revenue, investigates insurance denial(s)/rejects & monitors insurance accounts receivable patient insurance claims for all regional psychiatric hospitals, or review & audit daily accounting transactions coded by program offices for entry into CAS & authorize payment of expenses for assigned state agency, or perform weekly financial audits of treasury's regular account in order to reconcile all state depository bank funds to treasury records, or process reimbursement claims from local educational agencies, or conduct general relief Medicaid audits of records of county departments of job and family services, or review

& authorize payment of acquisition billing packages submitted by all transportation regional offices in compliance with state & federal guidelines, or in Ohio Department of Job and Family Services, review & audit transactions for entry into financial accounting & reporting system (i.e. FARS) or review personal contracts &/or grants or review external audit RFPs & audit plans, or to review audits completed on Job Training Partnership Act (i.e., JTPA) program by external auditors & prepare initial & final determinations or encumber funds for agency expenses & track expenditures by applicable fund, or in Department of Administrative Services, to process construction contracts, generate forms & cost breakdowns for subcontractors & material suppliers, track contract breakdowns encumbrances & controlling board requests, calculate & balance labor & material percentages on contractor's cost & review job specification to determine wages, or to develop various report designs, coordinate support billing processes & special, unusual &/or infrequent job requests, examine credit balance ledgers to include appropriate action necessary to include refunds, bad debt reversals &/or account adjustments, process refunds, request issuance of warrants, coordinate & process voided warrants, place stop payment on warrants & process reissuance of warrants.

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| <b><u>JOB TITLE</u></b> | <b><u>JOB CODE</u></b> | <b><u>PAY GRADE</u></b> | <b><u>EFFECTIVE</u></b> |
| Accountant/Examiner 4   | 66114                  | 31                      | 06/08/1997              |

**CLASS CONCEPT**

The advanced level class works under direction & requires thorough knowledge of accounting & state &/or federal guidelines applicable to documents processed, reviewed &/or prepared in order to act as lead worker over 3 or more audit teams performing audits restricted to personal allowance accounts of Medicaid recipients residing in nursing homes & audits of third party resources in recipient files of county departments of human services, or over lower-level examiners engaged in processing Medicare &/or Medicaid claims for reimbursement for all eligible patients housed in all developmental centers of mental health institutions statewide or from service providers &/or county boards, or engaged in other reimbursement claims processing (e.g., reimbursement from liable parties & third parties) or like activity or coordinate total billing process for all acquisitions of rights of way, act as lead worker over personnel engaged in acquisition of rights of way & liaison with involved parties in districts, regions & local public agencies.

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| <b><u>JOB TITLE</u></b>          | <b><u>JOB CODE</u></b> | <b><u>PAY GRADE</u></b> | <b><u>EFFECTIVE</u></b> |
| Accountant/Examiner Supervisor 1 | 66115                  | 12                      | 07/26/2015              |

**CLASS CONCEPT**

The first supervisory level class works under general direction & requires thorough knowledge of accounting & state &/or federal guidelines applicable to documents processed, reviewed &/or prepared in order to supervise accountant/examiners &/or deputy registrar field representatives or comparable financial positions assigned to one unit/section.

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| <b><u>JOB TITLE</u></b>          | <b><u>JOB CODE</u></b> | <b><u>PAY GRADE</u></b> | <b><u>EFFECTIVE</u></b> |
| Accountant/Examiner Supervisor 2 | 66116                  | 13                      | 02/13/2000              |

**CLASS CONCEPT**

The second level supervisory level class works under general direction & requires thorough knowledge of accounting & state &/or federal guidelines applicable to documents processed, reviewed &/or prepared in order to plan & administer agency's overall program for reimbursement, collections, motor vehicle licensing, loan service or audit & reimbursement or other like program activity & supervise examiners &/or other accounting/bookkeeping personnel or lower-level accountant/examiner supervisors, or in Bureau of Workers' Compensation Policy Services Department only, supervise policy services unit to include employer coverage initiation & coverage maintenance processing, employer payroll/premium processing & employer financial adjustments processing.

| <u>JOB TITLE</u>      | <u>JOB CODE</u> | <u>B. U.</u> | <u>EFFECTIVE</u> | <u>PAY GRADE</u> |
|-----------------------|-----------------|--------------|------------------|------------------|
| Accountant/Examiner 1 | 66111           | 09           | 03/26/1990       | 26               |

**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.)**

Establishes new or makes changes to existing accounts necessary for billings & collection of payments as requested by higher-level examiner & maintains statistical data relative to specific revenue/reimbursement sources, or receives & processes payments from all counties, entities & state agencies for which auditor of state performed audit services, notifies same of delinquent payments & overpayments & returns thereof & resolves discrepancies in account balances, or reviews incoming documents to research & resolve discrepancies, ensures completeness & accuracy &/or compliance with reporting procedures & either takes final action or refers documents for further processing, accounting or audit (e.g., preliminary review of requests for return of unclaimed funds; reviews & corrects field investigatory reports, reviews liquor permit applications & supportive documents for accuracy & completeness & forwards to higher-level examiner for review).

Prepares information for filing in hardcopy, manual files &/or enters data into computerized files; answers telephoned & written inquiries in reference to reports, records &/or accounts; prepares &/or assists in preparing reports; maintains accounting records; posts information &/or transactions received to required records & accounts; types various materials or enters data using video display terminal.

**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:**

Completion of high school or business school training in business or accounting.

-Or 1 course in accounting offered by college or 3 mos. accounting exp.; 9 mos. exp. in position involving basic mathematics, accounting/bookkeeping &/or review of documents for accuracy, completeness &/or compliance with established procedures.

-Or 12 mos. exp. in position involving review & processing of claims, collections, billings, payments or review of documents for accuracy, completeness &/or compliance with reporting guidelines, laws or rules.

-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.

| <u>JOB TITLE</u>      | <u>JOB CODE</u> | <u>B. U.</u> | <u>EFFECTIVE</u> | <u>PAY GRADE</u> |
|-----------------------|-----------------|--------------|------------------|------------------|
| Accountant/Examiner 2 | 66112           | 09           | 10/04/2015       | 28               |

**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.)**

Reviews claims to determine eligibility for reimbursement/payment & processes accordingly (e.g., Medicaid &/or Medicare claims for reimbursement of services rendered to patients housed in mental health institutions or developmental centers; provider claims requiring third party insurance coverage or Medicaid claims from service providers &/or county boards), or acts as field representative for deputy registrar services by monitoring all monies owed state & chargeable inventory or by overseeing deputy registrar operations to ensure compliance within assigned district to include receiving, investigating & issuing reports concerning complaints from general public, or reviews & processes construction & consultant invoices & Ohio Building Authority certifications, or reviews information furnished by investigator & determines whether fraudulent overpayments have been made by agency to pharmacies & medical practitioners, or makes changes & corrections to authorizations prior to payment of billings, or reviews construction or other contracts & related documents to determine compliance & makes corrections, or reviews state grant applications & related documents to determine compliance & makes changes or corrections, or reviews conveyance forms for validity & determines sales ratio for real estate, or reviews closeouts & annual settlements of SDA's, or prepares monthly requests for housing assistance payments, or reviews billing packages & descriptions for accuracy & compliance to uniform relocation assistance & real property acquisition policies, or reviews applications for trade adjustment assistance allowances to ensure eligibility criteria has been met, or processes revenue & refunds or expenditures for all state agencies or corrects rejecting documents for entry into central accounting system & assists state agencies in correctly submitted vouchers (i.e., last two options are in office of Budget & Management only), or reviews permit applications & supportive documents & recommends approval/disapproval of permit, or reviews various data to determine appropriate manual classification numbers & necessity of rating inspection &/or test audit, reviews cancelled payroll reports to determine corrective action to reinstate coverage & premiums, reviews documents & reinstates coverage & bind-over workers' compensation coverage in emergency situations, or collects amounts due Ohio Department of Job and Family Services (i.e., ODJFS) (e.g., overpayments of unemployment claims benefits, delinquent taxes, court costs, interest) pursuant to Chapter 4141 of Ohio Revised Code & applicable federal law, conducts collection investigations by researching financial & legal records, negotiates terms of repayment of balances owed & refers unpaid/ unsettled accounts to Attorney General's Office for collection, or coordinates correspondence unit activities involving collections & investigation of delinquent unemployment taxes or workers' compensation accounts, negotiates employer ability to pay to resolve balances, conducts investigation & refers to Attorney General's Office for collection;

OR

In BWC Finance Division, receives, investigates & resolves inquiries received through written correspondence, telephone calls & referrals from other work areas & state agencies, receives & responds to telephone &/or other inquiries from employers, internal BWC departments &/or field offices & Attorney General's Office concerning delinquent premium balances, communicates with Attorney General's Office for further collection effort, tracks dishonored checks written to BWC &/or ratifies risk of checks;

OR

In BWC Fraud Division, posts recovery of funds resulting from special investigations, establishes payment arrangements with debtors identified by special investigations department as having received benefits they were not entitled to receive (e.g., injured workers; employers; providers) & assigns recovery amounts based on service office, contacts (e.g., telephone; correspondence) injured workers or employers regarding debtor accounts & negotiates payment arrangement & contacts Office of Attorney General regarding debtor accounts that require criminal prosecution.

Initiates & answers inquiries via correspondence &/or telephone; posts transactions &/or payments to records; gathers information to prepare &/or assist in preparing reports; types materials as necessary.

**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 1, 66111, with state government exp. commensurate with duties to be assigned.

-Or 24 mos. exp. in position involving review & processing of claims, collections, billings, payments or review of documents for accuracy, completeness &/or compliance with reporting guidelines, laws or rules with exp. commensurate to duties to be assigned.

-Or 16 semester or 24 quarter hours in accounting; 12 mos. exp. in accounting or other fiscal/financial activity.

-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:**

May be required to travel.

| <u>JOB TITLE</u>      | <u>JOB CODE</u> | <u>B. U.</u> | <u>EFFECTIVE</u> | <u>PAY GRADE</u> |
|-----------------------|-----------------|--------------|------------------|------------------|
| Accountant/Examiner 3 | 66113           | 14           | 06/06/2010       | 30               |

**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.)**

Acts as state prevailing wage coordinator to ensure compliance & uniformity of highway & rest area construction contracts or like construction contracts (e.g., reviews wage & payroll records maintained in all transportation districts & makes recommendations for changes & improvements; coordinates investigation of reported wage complaints & establishes procedures to address same; notifies districts of changes in prevailing wage rates & obtains additional rate changes upon request from districts; reviews labor costs on change orders & contracts for extra work; reviews & processes final documents for final payment estimates on completed federal & state highway projects); or monitors compliance of department's Section 8 program for subsidized housing by auditing tenant certifications, conducts onsite inspection of physical property conditions & information reported & evaluates projects for annual rent adjustment & utility adjustment; or reviews & approves calculations & documentation of contract items for construction projects in transportation district or comparable multi-county geographical area; or verifies & processes claim forms & related documentation evidencing ownership to return unclaimed funds; or establishes prices for all Ohio Penal Industries' products; or reviews completeness of claimant data, billings & authorizes payment & provides account of all expenses paid from state insurance fund & surplus fund for given industrial rehabilitation center; or reviews & audits accounts receivable for outstanding revenue, investigates insurance denial(s)/rejects & monitors insurance accounts receivable patient insurance claims for all regional psychiatric hospitals, or reviews & audits daily accounting transactions coded by program offices for entry into central accounting system & authorizes payment of expenses for assigned state agency; or performs weekly financial audits of treasury's regular account in order to reconcile all state depository bank funds to treasury records; or processes reimbursement claims from local educational agencies; or reviews, gathers, classifies, evaluates & verifies data as part of general relief Medicaid audits of county departments of job and family services; or reviews & authorizes payment of acquisition billing packages submitted by all transportation regional offices in compliance with state & federal guidelines; or processes all paperwork related to issuance of permits, licenses & registrations; or in Ohio Department of Job and Family Services, reviews & audits transactions for entry into financial accounting & reporting system (i.e. FARS); or reviews personal contracts &/or grants for compliance & uniformity, reviews &/or analyze requests for funds, determines cash requirements to be drawn from department of labor & reconciles cash accounts or reviews external audit RFPs & audit plans; or reviews audits completed on JTPA program by external auditors for compliance & prepares initial & final determination; or encumbers funds for agency expenses & track expenditures by applicable fund; or in Department of Administrative Services, processes construction contracts, obtains & reviews documents related to same, generates forms & cost breakdowns for subcontractors & material suppliers, tracks encumbrances & controlling board releases, inputs reporting forms, calculates & balances labor & material percentages on contractor's cost breakdowns & reviews job specification to determine wage rates; or develops various report designs, coordinates support billing processes & special, unusual &/or infrequent job requests, examines credit balance ledgers to include appropriate action necessary to include refunds, bad debt reversals &/or account adjustments, processes refunds, requests issuance of warrants, coordinates & processes voided warrants, places stop payment on warrants & processes reissuance of warrants.

Initiates &/or responds to inquiries via telephone &/or correspondence; processes or posts transactions &/or payments; analyzes &/or prepares & maintains reports, files documents &/or records; controls preparation of annual project budgets for properties & oversees disbursement of funds; enters data into computerized record system; assists in negotiations when necessary; establishes &/or adjusts billing accounts.

**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:**

May require travel.



| <u>JOB TITLE</u>      | <u>JOB CODE</u> | <u>B. U.</u> | <u>EFFECTIVE</u> | <u>PAY GRADE</u> |
|-----------------------|-----------------|--------------|------------------|------------------|
| Accountant/Examiner 4 | 66114           | 14           | 06/08/1997       | 31               |

**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.)**

On on-going, daily basis, acts as lead worker over 3 or more audit teams performing audits restricted to personal allowance accounts of Medicaid recipients residing in nursing homes & audits of third party resources in recipient files of county departments of human services, or acts as lead worker over lower-level examiners engaged in processing Medicare &/or Medicaid claims for reimbursement for all eligible patients housed in developmental centers or mental health institutions statewide or from service providers &/or county boards or engaged in other reimbursement activities (e.g., from liable parties & third parties), or coordinates total billing process for all acquisitions of rights of way, acts as lead worker over personnel in central office engaged in review & processing of acquisition billing packages from regional offices & acts as liaison with involved parties in districts, regions & local public agencies, or acts as lead worker over lower-level examiners in other areas (e.g., assigns, monitors & reviews work; trains personnel; coordinates activities).

Initiates &/or responds to inquiries via telephone &/or correspondence; posts transactions &/or payments; analyzes &/or prepares & maintains reports, files & records; recommends changes in unit/section policies &/or procedures.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of employee training & development\*; supervisory principles/techniques\*; 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 & contracts with other governmental officials, general public, claimants &/or providers.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

12 mos. exp. as Accountant/ Examiner 3, 66113 with state government exp. commensurate with duties to be assigned.

-Or undergraduate core coursework in accounting or 2 yrs. exp. in accounting; 12 mos. additional exp. in accounting or in other fiscal/financial activity with exp. to be commensurate with duties to be assigned.

-Or undergraduate core coursework in business administration, economics or computer science or related field; 16 semester or 24 quarter hours in accounting; 12 mos. exp. in position involving accounting, billings, collections, payments or reimbursements with exp. to be commensurate with duties to be assigned.

-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.

| <u>JOB TITLE</u>                 | <u>JOB CODE</u> | <u>B. U.</u> | <u>EFFECTIVE</u> | <u>PAY GRADE</u> |
|----------------------------------|-----------------|--------------|------------------|------------------|
| Accountant/Examiner Supervisor 1 | 66115           | EX           | 07/26/2015       | 12               |

**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.)**

Supervises accountant/examiners &/or deputy registrar field representatives or comparable financial positions assigned to one unit or section (e.g., establishes unit/section policies & procedures & oversees daily work activities; conducts staff meetings; transmits information concerning operations; trains personnel; assigns & reviews work), coordinates activities & assists higher-level supervisor with program activities.

Trains program participants concerning policies, guidelines & procedures; designs &/or revises forms; prepares & maintains reports concerning unit/section activities & related program reports; initiates &/or responds to inquiries via telephone &/or correspondence; issues final authorizations for payments or examines & verifies account transactions &/or completed action.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of employee training & development; supervisory principles/techniques; 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; establish friendly atmosphere as supervisor.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

6 mos. as Accountant/Examiner 4, 66114 with state government exp. commensurate with duties to be assigned.

-Or completion of undergraduate core coursework in accounting; 12 mos. trg. or 12 mos. exp. in supervisory principles/techniques; 18 mos. exp. in accounting or in other fiscal/financial activity with exp. to be commensurate with duties to be assigned.

-Or undergraduate core coursework in business administration, economics or computer science; 16 semester or 24 quarter hours in accounting; 18 mos. exp. in position involving accounting, billings, collections, payments or reimbursements with exp. commensurate with duties to be assigned; 12 mos. trg. or 12 mos. exp. in supervisory principles/techniques.

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

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

Must maintain current driver license as required by law.

**UNUSUAL WORKING CONDITIONS:**

Requires travel on daily basis, possibly to more than one deputy registrar agency; may be required to work overtime; required to carry pager; on-call for emergencies; may be exposed to inclement weather.

| <u>JOB TITLE</u>                 | <u>JOB CODE</u> | <u>B. U.</u> | <u>EFFECTIVE</u> | <u>PAY GRADE</u> |
|----------------------------------|-----------------|--------------|------------------|------------------|
| Accountant/Examiner Supervisor 2 | 66116           | EX           | 02/13/2000       | 13               |

**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.)**

Plans & administers agency's overall program for reimbursement, collections, motor vehicle licensing, loan service, audit & reimbursement, medical cost containment or other like program activity & supervises lower-level accountant/examiner supervisors or examiners &/or other accounting/ bookkeeping personnel & coordinates activities with other sections &/or agencies.

OR

In Bureau of Workers' Compensation Policy Services Department only, supervises policy services unit to include employer coverage initiation & coverage maintenance processing, employer payroll/premium processing & employer financial adjustments processing.

Represents agency in meetings with other local, state &/or federal government officials, general public &/or providers; serves as expert witness; prepares & maintains required administrative reports & records.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of employee training & development; supervisory principles/techniques; accounting; applicable state &/or federal regulations governing documents processes, 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; establish friendly atmosphere as program manager; communicate effectively both orally & in writing.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

6 mos. as Accountant/Examiner Supervisor 1, 66115 with state government exp. commensurate with duties to be assigned.

-Or completion of undergraduate core coursework in accounting; 18 mos. trg. or 18 mos. exp. in supervisory principles/techniques; 24 mos. exp. in accounting or in other fiscal/financial activity with exp. to be commensurate with duties to be assigned.

-Or undergraduate core coursework in business administration, economics or computer science; 16 semester or 24 quarter hours in accounting, 24 mos. exp. in position involving accounting, billings, collections, payments or reimbursements with exp. commensurate with duties to be assigned; 18 mos. trg. or 18 mos. exp. in supervisory principles/techniques.

-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.