

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	<b><u>CLASSIFICATION SERIES</u></b> State Accounting Financial Analyst	<b><u>SERIES NUMBER</u></b> 6622
	<b><u>MAJOR AGENCIES</u></b> Office of Budget & Management Only	<b><u>EFFECTIVE</u></b> 10/29/2017

**SERIES PURPOSE**

The purpose of the State Accounting Financial Analyst occupation is to review, analyze, research, evaluate, & process financial transactions for state agencies.

At the first level, incumbents review financial transactions for state agencies.

At the second & third levels, incumbents analyze, research, evaluate & process financial transactions for state agencies.

At the first managerial level, incumbents manage & coordinate state accounting programs & supervise State Accounting Financial Analysts.

At the second managerial level, incumbents serve as business lead for two or more Ohio Administrative Knowledge System financial modules & supervise assigned staff.

At the third managerial level, incumbents plan, direct & manage assigned section of State Accounting & supervise assigned staff.

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

<b><u>JOB TITLE</u></b>	<b><u>JOB CODE</u></b>	<b><u>PAY GRADE</u></b>	<b><u>EFFECTIVE</u></b>
State Accounting Financial Analyst 1	66221	27	05/29/2016

**CLASS CONCEPT**

The entry level class works under general supervision & requires working knowledge of accounting & OBM & state policies & procedures governing Ohio Administrative Knowledge System (OAKS) financials modules & fiscal review procedures in order to review selected vouchers &/or payment card transactions from state agencies for accuracy, completeness, & compliance with applicable laws, rules, & regulations.

<b><u>JOB TITLE</u></b>	<b><u>JOB CODE</u></b>	<b><u>PAY GRADE</u></b>	<b><u>EFFECTIVE</u></b>
State Accounting Financial Analyst 2	66222	29	05/29/2016

**CLASS CONCEPT**

The intermediate level class works under general supervision & requires considerable knowledge of accounting & OBM & state policies & procedures governing Ohio Administrative Knowledge System (OAKS) financials modules & fiscal review procedures in order to analyze, research, & evaluate state agency financial transactions.

<b><u>JOB TITLE</u></b>	<b><u>JOB CODE</u></b>	<b><u>PAY GRADE</u></b>	<b><u>EFFECTIVE</u></b>
State Accounting Financial Analyst 3	66223	31	05/29/2016

**CLASS CONCEPT**

The advance level class works under general direction & requires thorough knowledge of accounting & OBM & state policies & procedures governing Ohio Administrative Knowledge System (OAKS) financial modules & related transactions in order to analyze, reconcile, & prepare complex state agency financial transactions.

<b><u>JOB TITLE</u></b>	<b><u>JOB CODE</u></b>	<b><u>PAY GRADE</u></b>	<b><u>EFFECTIVE</u></b>
State Accounting Manager 1	66225	14	10/29/2017

**CLASS CONCEPT**

The first managerial level class works under direction & requires considerable knowledge of business administration & accounting in order to supervise State Accounting Financial Analysts & manage & coordinate state accounting programs.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
State Accounting Manager 2	66226	15	10/29/2017

**CLASS CONCEPT**

The second managerial level class works under general direction & requires extensive knowledge of business administration & accounting in order to supervise State Accounting Manager 1s &/or State Accounting Financial Analysts & serve as business lead for two or more Ohio Administrative Knowledge System (OAKS) financial modules.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
State Accounting Manager 3	66227	16	10/29/2017

**CLASS CONCEPT**

The third managerial level class works under administrative direction & requires extensive knowledge of business administration & accounting to plan, direct & manage assigned section of state accounting comprised of multiple program areas (e.g., Federal Treasury Offset Program, Voucher Review, Payment Card, Federal CMIA, Indirect Cost Allocation Program, Petty Cash Program, Cash Reconciliation, Intra-State Transfer Vouchers, Agency Budget Journals, 1099 Issuance) & supervise State Accounting Managers & if assigned, serve as business lead for two or more Ohio Administrative Knowledge System (OAKS) financial modules.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
State Accounting Financial Analyst 1	66221	09	05/29/2016	27

**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.)**

1. Reviews routine vouchers &/or payment card transactions from state agencies for accuracy, completeness, & compliance with applicable laws, rules, & regulations.
2. Operates personal computer to review & approve vouchers & perform on-line queries.
3. Acts as receptionist & distributes mail.

**MAJOR WORKER CHARACTERISTICS**

Knowledge of accounting; OBM's laws, rules, policies, & fiscal review procedures & process relative to reviewing vouchers & payment card transactions\*; OAKS financial modules\*. Skill in use of personal computer & spreadsheet software; photocopier. Ability to apply knowledge of laws, rules, & policies to determine appropriateness of payments; gather, collate, & classify information about data, people, or things; handle routine business inquiries with government personnel.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT**

12 months training or 12 months experience in auditing, accounting, finance, business administration or related field.

-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>
State Accounting Financial Analyst 2	66222	09	05/29/2016	29

**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.)**

1. Analyzes, researches, & evaluates state agency financial transactions:
  - a. Reviews vouchers &/or payment card transactions questioned &/or denied by State Accounting Financial Analyst 1, 66221.
  - b. Reviews complex voucher types (e.g., food & grant-related transactions).
  - c. Researches customer inquiries & assists agencies with problem resolution.
  - d. Researches, analyzes, & recommends the proper fields &/or documents required for review of vouchers & payment card transactions.
  - e. Evaluates the voucher types & payment card transactions to be reviewed on a continuous basis.
  - f. Prepares reports of findings & recommendations based on analysis performed.
  - g. Researches state & federal rules, policies, & procedures to evaluate allowable payments.
  - h. Tracks & monitors types of errors made by agencies & evaluates for statewide trends.
  - i. Reviews selected requisitions & supporting documentation related to personal service contracts for accuracy, completeness, & compliance with applicable laws & rules.
  - j. Reviews, analyzes, & enters reversal vouchers when required for adjustment.
  - k. Processes IRS liens, judgments, & settlements.
  - l. Reissues warrants that void for age.
  - m. Issues new payment cards to state employees or cancels payment cards of inactive employees.
  - n. Suspends & restores payment card accounts for cardholders that are not compliant with payment card policy.
  - o. Evaluates & recommends approval of requests for waivers to the payment card policy.
  - p. Assists with development of procedural documentation.
  
2. Monitors state agency transaction activity, enters, reviews & approves transactions, & generates reports:
  - a. Generates monthly agency reports.
  - b. Enters approved controlling board waiver documents into OAKS.
  - c. Reviews & approves Intra-State Voucher (ISTV) transactions.
  - d. Creates vouchers for certain subsidy payments (e.g., veterans organizations & Ohio Historical Society).
  - e. Enters cash transfer memorandums issued by the Director of OBM.
  - f. Notifies agencies of payment card fraud suspected by bank.
  - g. Updates payment card account approver proxies in OAKS.
  - h. Conducts daily payment card reconciliation to ensure bank credited payment shown in OAKS.
  
3. Performs lead work as assigned:
  - a. Provides training to State Accounting Financial Analyst 1, 66221.
  - b. Generates & distributes report for voucher review monitoring to State Accounting Financial Analyst 1, 66221.
  - c. Reviews sample of vouchers reviewed by State Accounting Financial Analyst 1, 66221 for accuracy.
  - d. Monitors & evaluates the number of vouchers being assigned & reviewed by State Accounting Financial Analyst 1, 66221 & the time to review.

**MAJOR WORKER CHARACTERISTICS**

Knowledge of accounting; OBM & state policies & laws governing OAKS financial modules & related transactions; supervisory principles & techniques\*; employee training & development\*. Skill in use of personal computer & spreadsheet software; photocopier. Ability to understand government accounting system & principles & be able to analyze, 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.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT**

Completion of undergraduate core program in accounting, business administration, finance or related field.

-Or 12 months experience as State Accounting Financial Analyst 1, 62211.

-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>
State Accounting Financial Analyst 3	66223	14	05/29/2016	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.)**

1. Analyzes, reconciles, & prepares complex state agency financial transactions:
  - a. Verifies, analyzes, adjusts, reconciles, & uploads/enters operating & capital appropriation journals from legislation, controlling board actions, executive orders, or Director memorandums.
  - b. Verifies, analyzes, adjusts, reconciles, & uploads/enters operating & capital allotment journals from legislation, controlling board actions, or executive orders.
  - c. Reviews, analyzes, & reconciles daily revenue & disbursements with Treasurer of State.
  - d. Reviews, analyzes, & approves revenue modifications.
  - e. Prepares OBM section of Statewide Cost Allocation Plan (SWCAP).
  - f. Researches customer inquiries & assists agencies with problem resolution.
  - g. Processes EFT returns & rejects from the bank.
  - h. Processes recalls & reversals from bank requests by agencies.
  - i. Processes forgery requests.
  - j. Assigns & inputs Fund, Account, & Appropriation Line Item chartfields into OAKS & updates corresponding chartfield & tree attributes.
  - k. Files all sections of SWCAP & acts as central point of contact for the State with the federal government.
  
2. Reviews, verifies, & inputs complex state agency financial transactions:
  - a. Reviews, verifies, & inputs corrections & posts payroll journals.
  - b. Enters cash transfer memorandums issued by the Director of OBM.
  - c. Reviews & approves petty cash requests & replenishments.
  - d. Reviews & approves journal vouchers requiring OBM review.
  - e. Reviews & approves spreadsheet journals.
  - f. Inputs necessary revenue documents (RHRs & state surplus sales).
  - g. Monitors various reports to ensure revenue documents are processed in a timely manner.
  - h. Reviews revenue documents ensuring expense account is in compliance with OBM policy.
  - i. Processes EFT & warrant cancellations.
  - j. Processes notifications from banks regarding incorrect vendor account information.
  - k. Researches vendors based on agency inquiries regarding EFT or warrant payments.
  - l. Processes stop payments for all accounts in OAKS FIN.
  - m. Processes payroll stop payments in Treasurer of State system.
  - n. Processes financial-related records requests.
  - o. Sorts, secures, & distributes state warrants.
  
3. Provides training to State Accounting Financial Analysts, as assigned.

**MAJOR WORKER CHARACTERISTICS**

Knowledge of accounting; OBM & state policies & laws governing OAKS financial modules & related transactions; employee training & development\*. Skill in use of personal computer & spreadsheet software; photocopier. Ability to understand government accounting system & principles & be able to analyze, 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.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT**

Completion of undergraduate core program in accounting, business administration, finance or related field; 24 months experience in government accounting or fiscal position.

-Or 24 months experience as State Accounting Financial Analyst 2, 62212.

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

NOTE: Successful completion of the Fiscal Academy may be substituted for 4 mos. of required government accounting experience referenced in this portion of the minimum qualifications.

**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>
State Accounting Manager 1	66225	22	10/29/2017	14

**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.)**

1. Supervises state accounting financial analysts:
  - a. Reviews & approves cash transfers
  - b. Oversees financial issue resolution & authorizes appropriate action
  - c. Directs, coordinates & assesses accuracy, completeness, & conformance of accounting records, financial statements, or other financial reports
  - d. Establishes, implements & monitors goals, objectives & performance metrics
  - e. Coaches & develops staff
  - f. Establishes work unit procedures
  
2. Manages & coordinates state accounting programs (e.g., cash reconciliation, payroll reconciliation, accounts receivable reconciliation, accounts payable reconciliation, cash transfer, petty cash, bank account reconciliation, cash management improvement act):
  - a. Formulates & implements program policies & procedures
  - b. Develops program plans & performance measures
  - c. Provides technical advice for use in decision making
  - d. Directs delivery of programmatic goals
  - e. Responds to programmatic issues
  - f. Reviews & evaluates proposed legislation, rule &/or policy changes to determine programmatic impact
  
3. Performs other related state accounting duties:
  - a. Responds to inquiries from internal & external sources
  - b. Runs pay cycle programs
  - c. Approves OAKS Financial security requests
  - d. Verifies warrant, EFT & payroll totals between bank & Treasurer of State
  - e. Stops or Cancels warrants & creates exception vouchers
  - f. Oversees intrastate transfers
  - g. Oversees controlling board request processes
  - h. Completes customer relationship management cases
  
4. Develops & issues reports:
  - a. Prepares periodic reporting to senior management, Auditor of State, Treasurer of State
  - b. Develops, runs & archives OAKS queries & BI reports
  - c. Reconciles reports & bank accounts

**MAJOR WORKER CHARACTERISTICS**

Knowledge of supervisory principles/techniques\*; employee training & development\*; public or business administration, accounting; OBM & state &/or federal policies & laws governing OAKS financial modules & related transactions\*; ERP systems\* (e.g., OAKS FIN) &/or federal accounting system\*. Skill in use of calculator, electronic devices (e.g., computer, tablet, cell phone) & applicable software applications (e.g., spreadsheets, databases, word processing), OAKS BI reporting\*. Ability to deal with large number of fiscal &/or budgetary variables & determine specific course of action; define problems, collect & analyze data, establish facts & draw valid conclusions; prepare &/or edit financial reports, records, &/or correspondence; gather, collate & classify information about data, people or things; concentrate with attention to detail; deal with many variables & determine specific action; respond to confidential & sensitive inquiries from employees, public & government officials; establish friendly atmosphere as supervisor of work unit.

(\*)Developed after employment.



**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT**

Completion of graduate core program in accounting, public or business administration, finance, or related field; 24 months experience or 24 months training in government accounting/fiscal position.

-Or completion of undergraduate core program in accounting, public or business administration, finance or related field; 12 months experience or 12 months training in accounting, public or business administration, finance, or related field; 24 months experience or 24 months training in government accounting/fiscal position.

-Or completion of associate core program in accounting, public or business administration, finance or related field; 18 months experience or 18 months training in accounting, public or business administration, finance, or related field; 24 months experience or 24 months training in government accounting/fiscal position.

-Or 36 months experience in accounting, public or business administration, finance or related field; 24 months experience or 24 months training in government accounting/fiscal position.

-Or 12 months experience as State Accounting Financial Analyst 3, 66233

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

NOTE: Successful completion of the Fiscal Academy may be substituted for 4 months of required government accounting/fiscal position experience referenced in this portion of the minimum qualifications.

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

Not applicable.

**UNUSUAL WORKING CONDITIONS**

May be required to work long or unusual hours during peak operational periods.

<b>JOB TITLE</b>	<b>JOB CODE</b>	<b>B. U.</b>	<b>EFFECTIVE</b>	<b>PAY GRADE</b>
State Accounting Manager 2	66226	22	10/29/2017	15

**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.)**

1. Supervises state accounting manager 1s &/or state accounting financial analysts:
  - a. Oversees review of state agency purchasing transactions & claims for payment, ensuring payments are legally authorized, made to the correct entities & for the appropriate amounts
  - b. Oversees financial issue resolution & authorizes appropriate action
  - c. Directs, coordinates & assesses accuracy, completeness, & conformance of accounting records, financial statements, or other financial reports
  - d. Establishes, implements & monitors goals, objectives & performance metrics
  - e. Coaches & develops staff
  - f. Establishes work unit procedures
  
2. Serves as business lead for two or more Ohio Administrative Knowledge System (OAKS) financial modules:
  - a. Establishes enterprise direction for assigned modules (e.g., accounts payable, travel & expense, eSettlement, eSupplier, accounts receivable/billing, general ledger, grants, payment card)
  - b. Develops enterprise financial transactions standards & practices
  - c. Approves formal actions for &/or modification requests to assigned modules
  - d. Develops & recommends legislation, rule &/or policy updates
  
3. Represents agency with internal & external stakeholders
  - a. Serves as liaison with federal programs, DAS, OBM & other agencies
  - b. Coordinates, plans & executes state's year-end closing process
  - c. Works with OBM, Medicaid & IRS to ensure proper reporting
  - d. Works with bank to address payment card program issues (e.g., fraud, disputes, payment reconciliation, program expansion or enhancement)

**MAJOR WORKER CHARACTERISTICS**

Knowledge of supervisory principles/techniques; employee training & development; public or business administration, accounting; OBM & state &/or federal policies & laws governing OAKS financial modules & related transactions\*; ERP systems\* (e.g., OAKS FIN) &/or federal accounting system\*. Skill in use of calculator, electronic devices (e.g., computer, tablet, cell phone) & applicable software applications (e.g., spreadsheets, databases, word processing), OAKS BI reporting\*. Ability to deal with large number of fiscal &/or budgetary variables & determine specific course of action; define problems, collect & analyze data, establish facts & draw valid conclusions; prepare &/or edit financial reports, records, &/or correspondence; gather, collate & classify information about data, people or things; concentrate with attention to detail; deal with many variables & determine specific action; respond to confidential & sensitive inquiries from employees, public & government officials; establish friendly atmosphere as division or large section chief.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT**

Completion of graduate core program in accounting, public or business administration, finance or related field; 30 months experience or 30 months training in government accounting/fiscal position, which included 12 months experience or 12 months training in supervisory principles/techniques

-Or completion of undergraduate core program in accounting, public or business administration, finance or related field; 12 months experience or 12 months training in accounting, public or business administration, finance or related field; 30 months experience or 30 months training in government accounting/fiscal position, which included 12 months experience or 12 months training in supervisory principles/techniques

-Or completion of associate core program in accounting, public or business administration, finance or related field; 18 months experience or 18 months training in accounting, public or business administration, finance or related field; 30 months experience or 30 months training in government accounting/fiscal position, which included 12 months experience

or 12 months training in supervisory principles/techniques

-Or 36 months experience in accounting, public or business administration, finance or related field; 30 months experience or 30 months training in government accounting/fiscal position, which included 12 months experience or 12 months training in supervisory principles/techniques

-Or 12 months' experience as State Accounting Manager 1, 66225

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

NOTE: Successful completion of the Fiscal Academy may be substituted for 4 months of required government accounting/fiscal position experience referenced in this portion of the minimum qualifications.

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

Not applicable.

**UNUSUAL WORKING CONDITIONS**

May be required to work long or unusual hours during peak operational periods.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
State Accounting Manager 3	66227	22	10/29/2017	16

**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.)**

1. Plans, directs & manages assigned section of state accounting comprised of multiple program areas (e.g., Federal Treasury Offset Program, Voucher Review, Payment Card, Federal CMAA, Indirect Cost Allocation Program, Petty Cash Program, Cash Reconciliation, Intra-State Transfer Vouchers, Agency Budget Journals, 1099 Issuance) & supervises State Accounting Managers:
  - a. Assumes full responsibility & authority in State Accounting & Reporting Deputy Director's absence
  - b. Reviews proposals of agency managers & program leaders & makes recommendations
  - c. Establishes strategic planning & direction for State Accounting operations
  - d. Authorizes enterprise/agency accounting standards & practices
  - e. Establishes, implements & monitors goals, objectives & performance metrics
  - f. Manages structure of operation (e.g., separation of duties; workforce & succession planning; business continuity)

& if assigned

Serves as business lead for two or more Ohio Administrative Knowledge System (OAKS) financial modules:

- a. Establishes enterprise direction for assigned modules (e.g., accounts payable, travel & expense, eSettlement, eSupplier, accounts receivable/billing, general ledger, grants, payment card)
  - b. Develops enterprise financial transactions standards & practices
  - c. Approves formal actions for &/or modification requests to assigned modules
  - d. Develops & recommends legislation, rule &/or policy updates
2. Manages fiduciary aspects of operations
    - a. Directs State Accounting policy
    - b. Negotiates agency's position with various entities (e.g., federal government; state agencies; state CFOs, other public or private entities)
    - c. Directs the remediation of actions concerning the agency (e.g., corrective action plans; legal claims; Inspector General findings)
    - d. Manages risk profile of enterprise's accounting operations
  3. Directs preparation of correspondence, reports, policy statements, legislative drafts

**MAJOR WORKER CHARACTERISTICS**

Knowledge of management; supervisory principles/techniques; employee training & development; public or business administration, accounting; OBM & state &/or federal policies & laws governing OAKS financial modules & related transactions\*; ERP systems\* (e.g., OAKS FIN) &/or federal accounting system\*. Skill in use of calculator, electronic devices (e.g., computer, tablet, cell phone) & applicable software applications (e.g., spreadsheets, databases, word processing), OAKS BI reporting\*. Ability to deal with large number of fiscal &/or budgetary variables & determine specific course of action; define problems, collect & analyze data, establish facts & draw valid conclusions; prepare &/or edit financial reports, records, &/or correspondence; gather, collate & classify information about data, people or things; concentrate with attention to detail; deal with many variables & determine specific action; respond to confidential & sensitive inquiries from employees, public & government officials; establish friendly atmosphere as division or large section chief.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT**

Completion of graduate core program in accounting, business administration, finance or related field; 36 months experience or 36 months training in government accounting/fiscal position, which included 24 months experience or 24 months training in supervisory principles/techniques

-Or completion of undergraduate core program in accounting, public or business administration, finance or related field; 12 months experience or 12 months training in accounting, business administration, finance or related field; 36 months experience or 36 months training in government accounting/fiscal position, which included 24 months experience or 24 months training in supervisory principles/techniques

-Or completion of associate core program in accounting, public or business administration, finance or related field; 18 months experience or 18 months training in accounting, business administration, finance or related field; 36 months experience or 36 months training in government accounting/fiscal position, which included 24 months experience or 24 months training in supervisory principles/techniques

-Or 36 months experience in accounting, public or business administration, finance or related field, 36 months experience or 36 months training in government accounting/fiscal position, which included 24 months experience or 24 months training in supervisory principles/techniques

-Or 12 months experience as State Accounting Manager 2, 66226

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

NOTE: Successful completion of the Fiscal Academy may be substituted for 4 months of required government accounting/fiscal position experience referenced in this portion of the minimum qualifications.

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

Not applicable.

**UNUSUAL WORKING CONDITIONS**

May be required to work long or unusual hours during peak operational periods.