

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

Uniform Accounting Network Project Accountant

SERIES NUMBER

6641A

MAJOR AGENCIES

Auditor of State Only

EFFECTIVE

11/11/2018

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 & independently provide training & support services to clients on software & accounting related issues.

At the third level, incumbents serve as project leader & oversee work performed by lower-level UAN Project Accountant independently develop training curriculum, course content & deliver training & support services to clients on software & accounting related issues.

This classification series is reserved for Auditor of State Only.

JOB TITLE

Uniform Accounting Network Project Accountant 1

JOB CODE

66411

PAY GRADE

10

EFFECTIVE

11/11/2018

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 application & in providing individual client support on software & accounting related issues.

JOB TITLE

Uniform Accounting Network Project Accountant 2

JOB CODE

66412

PAY GRADE

11

EFFECTIVE

11/11/2018

CLASS CONCEPT

The full-performance level class works under direction & requires thorough knowledge of accounting in order to independently provide training to clients/local governments on various software applications, assist in the development of training materials & provide individual client support on software & accounting related issues.

JOB TITLE

Uniform Accounting Network Project Accountant 3

JOB CODE

66413

PAY GRADE

12

EFFECTIVE

11/11/2018

CLASS CONCEPT

The second 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 Accountants & independently develop training curriculum, course content, & deliver training & support services to clients on software & accounting related issues.

<u>CLASS TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Uniform Accounting Network Project Accountant 1	66411A	051	11/11/2018	10

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.

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.

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.

Maintains software upgrade confirmations & year-end financial data of clients.

Assists in overseeing confidential payroll & tax records belonging to clients.

Recommends new 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.

-Or completion of undergraduate core program in business administration to include 4 courses in accounting & 2 courses or 6 mos. exp. In computer science.

-Or equivalent of Minimum Class Qualifications for Employment noted above

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

N/A

UNUSUAL WORKING CONDITIONS

N/A

<u>CLASS TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Uniform Accounting Network Project Accountant 2	66412A	051	11/11/2018	11

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.)

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 & assists project leader in development of training materials & user manuals for software applications.

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.

Under direction of a Uniform Accounting Network Project Accountant 3 explains &/or interprets new policies &/or interpretations to clients, staff members or independent contractors.

Assist in the development promotional materials to include documents & videos designed to inform users about advantages/uses of software applications & accounting procedures.

Assists in resolution of hardware issues.

Distributes manual updates, software installation procedures, program updates & related materials to clients.

Documents software application issues for programmers.

Maintains software upgrade confirmations & year-end financial data of clients, assists in overseeing 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.

-Or completion of undergraduate core program in business administration; 24 mos. exp. in accounting position which included use of software applications.

-Or 24 mos. exp. as Uniform Accounting Network Project Accountant 1, 66411A.

-Or equivalent of Minimum Class Qualifications for Employment noted above

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

N/A

UNUSUAL WORKING CONDITIONS

N/A

<u>CLASS TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Uniform Accounting Network Project Accountant 3	66413A	051	11/11/2018	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.)

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 develops training curriculum and course content & 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.

Drafts and assists UAN management staff & computer staff in design of software applications.

Serves as project leader 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.

Gives direction on new policies to clients, staff members or independent contractors & recommends new &/or changes to existing policies & procedures.

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.

Give guidance and provide direction to clients in the reconstruction (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.

Documents software application issues for programmers, assist in conducting 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.

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; 36 mos. exp. in accounting position which included use of software applications.

-Or completion of undergraduate core program in business administration; 36 mos. exp. in accounting position which included use of software applications.

-Or 12 mos. exp. as Uniform Accounting Network Project Accountant 2, 66412A.

-Or equivalent of Minimum Class Qualifications for Employment noted above

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

N/A

UNUSUAL WORKING CONDITIONS

N/A