SERIES PURPOSE:
The purpose of the Local Government Services Project Accountant (i.e., LGS Project Accountant) occupation is to provide financial services to local governments.

At the first level, incumbents assist higher-level project accountants in providing financial services to local governments on-site.

At the second level, incumbents serve as project leader over lower-level project accountants and provide financial services to local government on-site.

GLOSSARY: The following terms are to be interpreted as follows whenever they appear in the document.

WORKING PAPERS: Financial information gathered from local government records which serves as written documentation to support conclusions presented in a final report.

GAAP: Generally Accepted Accounting Principles.

LGS: Local Government Services.

Complexity of local government services shall be defined as follows: Local government services of higher complexity shall include financial forecasts, GAAP conversion assistance, fiscal emergency analysis, fiscal watch analysis, internal control analysis, and development of procedural manuals.

Local government services of lesser complexity shall include reconciliation and reconstruction of financial records and preparation of financial records and statements.

CLASS TITLE: LOCAL GOVERNMENT SERVICES PROJECT ACCOUNTANT

CLASS NUMBER: 66311

EFFECTIVE DATE: 02/15/1998

NEW EFFECTIVE DATE: 02/15/1998

CLASS CONCEPT:
The developmental level class works under general direction and requires working knowledge of accounting principles, financial transactions and local government services procedures in order to assist higher-level LGS project accountants, supervisors and managers in providing complex local government services, independently provide local government services of lesser complexity, gather local government financial information on-site (e.g., payroll, accrued salaries, fixed asset inventory records, accounts receivable & accounts payable) and prepare & assist in preparing working papers that support financial information & conclusions in final report.
CLASS TITLE: LOCAL GOVERNMENT SERVICES PROJECT ACCOUNTANT2
CLASS NUMBER: 66312

EFFECTIVE DATE: 02/15/1998
NEW EFFECTIVE DATE: 02/15/1998

CLASS CONCEPT:
THE FULL PERFORMANCE LEVEL CLASS WORKS UNDER DIRECTION & REQUIRES CONSIDERABLE KNOWLEDGE OF ACCOUNTING PRINCIPLES, FINANCIAL TRANSACTIONS & LOCAL GOVERNMENT SERVICES PROCEDURES IN ORDER TO SERVE AS PROJECT LEADER OVER LOWER-LEVEL LGS PROJECT ACCOUNTANTS IN CONDUCTING LOCAL GOVERNMENT SERVICES & GATHERING LOCAL GOVERNMENT FINANCIAL INFORMATION (E.G., PAYROLL, ACCRUED SALARIES, FIXED ASSET INVENTORY RECORDS, ACCOUNTS RECEIVABLE & ACCOUNTS PAYABLE), PROVIDE COMPLEX LOCAL GOVERNMENT SERVICES & PREPARE & OVERSEE PREPARATION OF WORKING PAPERS TO ENSURE ALL FINANCIAL DATA COLLECTED IS ACCURATE & CONCLUSIONS ARE SUPPORTED FOR USE IN FINAL REPORT.
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 LGS PROJECT ACCOUNTANTS, SUPERVISORS & MANAGERS IN PROVIDING COMPLEX LOCAL GOVERNMENT SERVICES, INDEPENDENTLY PROVIDES LOCAL GOVERNMENT SERVICES OF LESSER COMPLEXITY, GATHER LOCAL GOVERNMENT FINANCIAL INFORMATION ON-SITE (E.G., PAYROLL, ACCRUED SALARIES, FIXED ASSET INVENTORY RECORDS, ACCOUNTS RECEIVABLE & ACCOUNTS PAYABLE) & PREPARES & ASSISTS IN PREPARING WORKING PAPERS THAT SUPPORT FINANCIAL INFORMATION & CONCLUSIONS IN FINAL REPORT.

APPLIES ASSIGNED LGS PROCEDURES & TECHNIQUES TO SPECIFIC ACCOUNTS & RECORDS OF LOCAL GOVERNMENTS; ASSISTS HIGHER-LEVEL LGS EMPLOYEES IN PREPARING FINANCIAL REPORTS OF LOCAL GOVERNMENTS; REVIEWS FINANCIAL REPORTS & ACCOUNTING PROCEDURES WITH HIGHER-LEVEL LGS EMPLOYEES TO DETERMINE COMPLIANCE WITH LGS PROCEDURES & TECHNIQUES; RECOMMENDS NEW POLICIES CONCERNING METHODS OF PROVIDING FINANCIAL ACCOUNTING SERVICES & ASSISTS LOCAL GOVERNMENTS IN DETERMINING REQUIREMENTS OF LAWS & REGULATIONS RELATED TO FINANCIAL INFORMATION.

ASSISTS IN RESEARCH & DOCUMENTATION OF FINANCIAL TRANSACTION CYCLES USED BY LOCAL GOVERNMENTS TO ACCOMPLISH FINANCIAL & FINANCIAL RELATED ACTIVITIES (E.G., PURCHASING & PAYROLL ACTIVITIES); DESIGNS & PREPARES COMPUTER SPREADSHEETS FOR USE AS WORKING PAPERS; ATTENDS MEETINGS WITH HIGHER-LEVEL LGS EMPLOYEES TO DISCUSS REPORTS WITH LOCAL GOVERNMENT OFFICIALS.

MAJOR WORKER CHARACTERISTICS:

KNOWLEDGE OF ACCOUNTING; AUDITING PROCEDURES ADOPTED BY AUDITOR OF STATE*; GENERALLY ACCEPTED ACCOUNTING PRINCIPLES; FISCAL ADVISORY SERVICES*; ACCOUNTING &/OR LEGAL COMPLIANCE REQUIREMENTS*; PUBLIC RELATIONS; AGENCY POLICIES & PROCEDURES GOVERNING PAYROLL & ACCOUNTING TRAINING & SUPPORT TO LOCAL GOVERNMENTS*. SKILL IN OPERATION OF PERSONAL COMPUTER. ABILITY TO UNDERSTAND SYSTEM OF ACCOUNTING PROCEDURES; READ & UNDERSTAND VARIETY OF TECHNICAL MATERIAL RELATED TO ACCOUNTING PROCEDURES; DEFINE PROBLEMS, COLLECT DATA, ESTABLISH FACTS & DRAW VALID CONCLUSIONS; COMMUNICATE VERBALLY ON TECHNICAL MATTERS; CALCULATE FRACTIONS, DECIMALS & PERCENTAGES; GATHER, COLLATE & CLASSIFY INFORMATION ABOUT DATA IN ORDER TO WRITE CLEAR & CONCISE REPORTS; HANDLE ROUTINE CONTACTS WITH LOCAL GOVERNMENT OFFICIALS; COOPERATE WITH CO-WORKERS ON ASSIGNMENTS.

(*)DEVELOPED AFTER EMPLOYMENT.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

COMPLETION OF UNDERGRADUATE CORE PROGRAM IN BUSINESS OR ACCOUNTING TO INCLUDE 4 COURSES IN ACCOUNTING; MUST PROVIDE OWN TRANSPORTATION.

-OR EQUIVALENT OF MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT NOTED ABOVE.

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

COMPLETION OF 40 HOURS OF JOB RELATED CONTINUING EDUCATION ANNUALLY.

UNUSUAL WORKING CONDITIONS:

REQUIRED TO COMPLETE ASSIGNMENTS WITHIN STRICT TIME CONSTRAINTS ON CONTINUING BASIS.
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 OVER LOWER-LEVEL LGS PROJECT ACCOUNTANTS IN CONDUCTING LOCAL GOVERNMENT SERVICES & GATHERING LOCAL GOVERNMENT FINANCIAL INFORMATION ON-SITE (E.G., PAYROLL, ACCRUED SALARIES, FIXED ASSET INVENTORY RECORDS, ACCOUNTS RECEIVABLE & ACCOUNTS PAYABLE), PROVIDES COMPLEX LOCAL GOVERNMENT SERVICES & PREPARES & OVERSEES PREPARATION OF WORKING PAPERS TO ENSURE ALL FINANCIAL DATA COLLECTED IS ACCURATE & CONCLUSIONS ARE SUPPORTED FOR USE IN FINAL REPORT.

APPLIES ASSIGNED LGS PROCEDURES & TECHNIQUES TO SPECIFIC ACCOUNTS & RECORDS OF LOCAL GOVERNMENTS; PROVIDES SERVICES TO MULTIPLE LOCAL GOVERNMENTS SIMULTANEOUSLY; PREPARES OR ASSISTS IN PREPARING DRAFT REPORTS; REVIEWS FINANCIAL REPORTS & ACCOUNTING PROCEDURES TO DETERMINE COMPLIANCE WITH LGS PROCEDURES & TECHNIQUES; RECOMMENDS NEW POLICIES CONCERNING METHODS OF PROVIDING FINANCIAL ACCOUNTING SERVICES; ASSISTS LOCAL GOVERNMENTS IN DETERMINING REQUIREMENTS OF LAWS & REGULATIONS CONCERNING FINANCIAL INFORMATION.

RESEARCHES & DOCUMENTS FINANCIAL TRANSACTION CYCLES USED BY LOCAL GOVERNMENTS TO ACCOMPLISH FINANCIAL & FINANCIAL RELATED ACTIVITIES (E.G., PURCHASING & PAYROLL ACTIVITIES); DESIGNS & PREPARES COMPUTER SPREADSHEETS FOR USE AS WORKING PAPERS; ATTENDS MEETINGS WITH HIGHER-LEVEL LGS SUPERVISORS &/OR MANAGERS TO DISCUSS REPORTS WITH LOCAL GOVERNMENT OFFICIALS; PRESENTS SEMINARS & CONDUCTS TRAINING FOR LOCAL GOVERNMENT OFFICIALS.

MAJOR WORKER CHARACTERISTICS:

KNOWLEDGE OF ACCOUNTING; AUDITING, PROCEDURES ADOPTED BY AUDITOR OF STATE*; GENERALLY ACCEPTED ACCOUNTING PRINCIPLES; FISCAL ADVISORY SERVICES*; ACCOUNTING &/OR LEGAL COMPLIANCE*; PUBLIC RELATIONS; AGENCY POLICIES & PROCEDURES GOVERNING PAYROLL & ACCOUNTING TRAINING & SUPPORT TO LOCAL GOVERNMENTS; EMPLOYEE TRAINING & DEVELOPMENT*; SUPERVISORY PRINCIPLES &/OR TECHNIQUES*. SKILL IN OPERATION OF PERSONAL COMPUTER. ABILITY TO UNDERSTAND SYSTEM OF ACCOUNTING PROCEDURES; READ & UNDERSTAND VARIETY OF TECHNICAL MATERIAL RELATED TO ACCOUNTING PROCEDURES; DEFINE PROBLEMS, COLLECT DATA, ESTABLISH FACTS & DRAW VALID CONCLUSIONS; CALCULATE FRACTIONS, DECIMALS & PERCENTAGES; GATHER, COLLATE & CLASSIFY INFORMATION ABOUT DATA IN ORDER TO WRITE CLEAR & CONCISE REPORTS; HANDLE ROUTINE CONTACTS WITH LOCAL GOVERNMENT OFFICIALS; COOPERATE WITH CO-WORKERS ON ASSIGNMENTS.

(*)DEVELOPED AFTER EMPLOYMENT.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

COMPLETION OF UNDERGRADUATE CORE PROGRAM IN BUSINESS OR ACCOUNTING TO INCLUDE 4 COURSES IN ACCOUNTING & 12 MOS. EXP. IN ACCOUNTING PROCEDURES; MUST PROVIDE OWN TRANSPORTATION.

-OR 12 MOS. EXP. AS LGS PROJECT ACCOUNTANT 1, 66311A; MUST PROVIDE OWN TRANSPORTATION.

-OR EQUIVALENT OF MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT NOTED ABOVE.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:
COMPLETION OF 40 HOURS OF JOB RELATED CONTINUING EDUCATION ANNNUALLY.

UNUSUAL WORKING CONDITIONS:
REQUIRED TO COMPLETE ASSIGNMENTS WITHIN STRICT TIME CONSTRAINTS ON CONTINUING BASIS.