



CLASSIFICATION: ACCOUNTING GENERALIST I

TITLE CODE: V00376

PAY RANGE: 18

POSITION SUMMARY: This is entry-level professional work in the receipt, examination, analysis, processing, and tracking of accounting related activities to ensure accuracy and compliance with procedures and regulations. The employee provides technical guidance to individuals performing related functions. The employee also maintains complex financial records, files, and ledgers. Work is performed under close supervision within the framework of well-established rules and procedures.

DESCRIPTION OF DUTIES PERFORMED (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.):

Analyzes and examines all invoices and monthly expense reports for accuracy and compliance with state regulations, and assignment of proper fund, appropriation, and object codes; communicates with personnel in troops, divisions, Office of Administration Accounting, and vendors in order to clarify and correct any discrepancies in the payment of invoices.

Enters purchase order information, receivers, and payment documents in SAM II; monitors balances of appropriations at end of fiscal year in order to achieve efficient fund expenditures.

Plans, directs, and maintains the accounting system for the Highway Patrol Canteen Fund (e.g., processes accounts payable/receivable); keeps records of expenditures, receipts, purchases, allotments, and price increases.

Maintains receipts on DWI Recoupments, Witness Fees, Damage/Loss of State Property, refunds/rebates, gun and badge purchases, etc.

Processes daily deposits of checks and/or electronic transfers, and document the receipt of the money.

Receive and track internal transmittal of collection forms to document the receipt of the money from troops or divisions.

Responds and provides technical guidance and information to various troops, divisions, and outside agencies reference purchase orders, price agreements, payment documents, state regulations and procedures, expense issues, etc. (e.g. answers questions, investigates and rectifies problems, clarifies incomplete or unclear information, etc.).

Maintains moving expense records; assigns funding control numbers upon notification of approved move at state expense; codes moving-related expenses and maintains individual files of moving expenses; audits and reconciles balances and prepares monthly report of moving expense for payroll withholding tax reporting purposes.

Reviews, approves, and tracks expenditures for uniform allowance.

Creates, revises, and updates revenue transmittals for highway, drug forfeiture, general revenue and gaming funds.

Assists in setting up new vendor accounts in SAM II Financial; responsible for updates to the accounts, i.e. address changes, etc.

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Assists in the development and preparation of existing and new automated accounting systems and procedures.

Receives checks returned by post office or vendors; researches the return to determine address error and makes appropriate corrections to computer and hardcopy files; remails, redeposits, or reprints check as necessary.

Monitors expense and equipment expenditures and updates the Chief Accountant on the status of pending purchase orders regularly; makes recommendations for increasing or decreasing expenditure obligations as needed.

Creates, revises, and updates financial reports reflecting expenditures, receipts, obligations, and state financial participation.

Reconciles monthly bank statements and summaries for the Canteen Fund.

Creates and forwards correspondence (e.g., letters to employees and/or retirees, IOC's for report modifications, form letters, etc.) to a variety of sources.

Reviews, processes, reconciles, and files reports generated by Office of Administration.

Maintains, verifies and updates manual ledgers and records; sorts, transports, files, and purges records and documents.

Provides individual training to clerical and technical personnel on the usage of SAM II Financial, in related areas, and processing of accounting documents.

Maintains master file of all pending and closed purchase orders.

Reviews and recommends revisions to general orders pertaining to the Budget and Procurement Division as requested.

Operates office equipment (e.g., typewriter, calculator, copier, personal computer, fax machine, telephone, printer, shredder, etc.).

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge of accounting principles and practices.

Working knowledge of accounting systems.

Working knowledge of regulations, and agency policies and procedures associated with areas of assignment.

Working knowledge of modern office practices, procedures, and equipment.

Working knowledge of bookkeeping principles and practices.

Working knowledge of Patrol policies and procedures governing expense reimbursement, expenditures of state funds, agency fiscal procedures, and fiscal records maintenance.

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Ability to review and process financial transactions.

Ability to plan, organize, and review the work of staff performing a variety of accounting related functions.

Ability to apply general bookkeeping principles in the recording of appropriations, encumbrances, and expenditures.

Ability to make computer entries in SAM II Financial.

Ability to make arithmetical calculations with speed and accuracy.

Ability to prepare, interpret, and maintain complex records, reports, statements, files, etc.

Ability to verify documents produced and received, and takes proper steps to reconcile errors.

Ability to produce a volume of work and meet predetermined deadlines.

Ability to exercise independent judgement and initiative in the performance of duties.

Ability to organize and prioritize work effectively.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to alphabetize, transport, file and purge documents and records.

Skill in operating a calculator with a high degree of efficiency.

Ability to operate basic office equipment (e.g., copier, personal computer, fax machine, telephone, printer, shredder, etc.).

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

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MINIMUM EXPERIENCE AND EDUCATION REQUIRED (The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):

Two or more years of experience as an Accounting Technician, or related experience, AND possession of a high school diploma or proof of high school equivalency.

OR

Possess a Bachelor's degree from an accredited college or university with an emphasis in Accounting, Business Administration, or related field.

FLSA STATUS: Non-Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.