



CLASSIFICATION: ACCOUNTING SPECIALIST I

TITLE CODE: V00341

PAY RANGE: 23

POSITION SUMMARY: This is entry-level professional accounting work in the interpretation and application of conceptual accounting principles and techniques. This position also assists in the planning, implementation, and coordination of activities for the Patrol's budget, report preparation, and fiscal note administration. Work is reviewed for overall standards of performance and for compliance with Generally Accepted Accounting Principles (GAAP) and the Governmental Accounting Standards Board (GASB), as well as federal, state, departmental or agency directives; however, the employee is expected to exercise discretion and judgment in making decisions.

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.):

Maintains the Patrol's personal services budget to properly account for employees by job title, budgeted salary, and component.

Coordinates with Budget and Procurement Division management to provide responses to auditors.

Conducts calculations to provide financial information, budget projections, and ad hoc reports to Patrol components and outside entities.

Identifies criminal forfeiture account cases that have become dormant and coordinates with components to determine resolution.

Provides technical guidance in budget monitoring and maintenance to troop and division staff; provides troubleshooting and problem resolution, as needed.

Utilizes the SAM II Financial and HR/Payroll systems and complex internal spreadsheets to monitor appropriations and expenditures of allocated state and federal funds; makes revisions to appropriations and allotments as necessary; responds to inquiries from Office of Administration and other state agencies.

Reviews proposed legislation for potential organizational impact and assigns to appropriate division personnel for response.

Monitors fiscal note response deadlines and follows-up with affected personnel; reviews submitted response and evaluates the narrative and mathematical data presented; works with originating source to revise response if necessary; may combine several responses into one composite response.

Prepares and submits a detailed worksheet to summarize the estimated fiscal impact of the proposed legislation on the organization; forwards final draft of fiscal notes to the Department of Public Safety and Legislative Oversight within predetermined deadlines; answers questions reference legislation and fiscal notes, as needed.

Develops the annual lease budget reference the submission of new lease requests, additional requests for expiring leases, and requests for advertising and maintenance contract funds.

Serves as liaison between the Patrol, Department of Revenue, and the Division of Facilities Management, Design and Construction.

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Assists with locating office space and requests funding for these locations, to include the development of the annual lease budget (e.g. new leases, expiring leases, and janitorial maintenance contracts).

Oversees docking agreements for all boat storage facilities, to include processing invoices for payment of boat leases and maintaining files on all boat storages leases.

Serves as the division's CALEA representative in providing requested documentation for accreditation purposes.

Assists with federal grants for the Patrol, including work in an internal grants management system, preparing reports, researching and reviewing documents, and monitoring projects.

Processes purchase orders in SAM II; processes invoices and expense reports for payment to vendors; performs reconciliation of payroll for agency personnel.

Audits the utilization of federal and state funds and immediately reports any areas of concern and/or problems with same; works directly with the organization's staff in all phases of budget administration.

Prepares, analyzes, and presents financial statements, reports, and data; prepares specialized reports in response to management and agency requests.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Comprehensive knowledge of Generally Accepted Accounting Principles (GAAP) and methods.

Comprehensive knowledge of conceptual and applied practices of governmental accounting.

Comprehensive knowledge of state and federal laws, rules, and regulations governing the expenditure and reporting of state and federal funds.

Comprehensive knowledge of the principles and application of accounting systems.

Comprehensive knowledge of program planning and grants management.

Comprehensive knowledge of payroll, purchasing, accounts payable, and accounts receivable.

Comprehensive knowledge of the Budget and legislative processes.

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

Ability to learn the SAM II Financial and HR/Payroll systems, BRASS, and the Data Warehouse.

Ability to interpret, explain, and apply statutes, regulations and agency policies.

Ability to prepare for and present informational seminars and training workshops.

Ability to prepare and present complete and accurate reports and statements.

Ability to verify documents and reports produced and received and take proper steps to reconcile errors.

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Ability to research and assemble information necessary to complete work assignments.

Ability to work independently with general supervision.

Ability to interpret complex statistical and financial statements.

Ability to work on several projects simultaneously.

Ability to make decisions in accordance with statutory and department rules, regulations, policies, and procedures and apply these to work problems.

Ability to work within the pressure of deadlines.

Ability to review and analyze budget requests.

Ability to provide technical guidance in budget monitoring and maintenance.

Ability to prepare standard and ad hoc reports.

Ability to operate a personal computer and create and interpret complex Excel spreadsheets.

Ability to perform job-related travel.

Ability to accommodate a nonstandard work schedule as needed.

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.

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.):

Possess a Bachelor's degree from an accredited college or university with an emphasis in Accounting, Finance, Business Administration, or related field AND at least one year of professional experience in business or governmental accounting.

FLSA STATUS: Non-Exempt

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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.