



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 federal grant programs and report preparation. 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.):

Administers federal grants for the Patrol. Routes grant applications to affected components for review. Establishes grants in the Federal Aid Management subsystem of SAM II, as well as in an internal grants management system.

Prepares reporting to granting agencies to request reimbursement of expenditures; prepares monthly, quarterly, and other financial reports for submission to granting agencies.

Evaluates, prepares, codes, and monitors expenditures, including claims for reimbursement and financial reports.

Researches, develops, prepares, and reviews accounting documents, including completion and submission of all required state and federal forms.

Monitors and evaluates ongoing financial projects for compliance with federal and state requirements; documents all related budget activity.

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.

Provides technical guidance, troubleshooting, and problem resolution in federal budget monitoring and maintenance to Patrol employees, federal, state and local officials, auditors, and the general public as needed.

Interprets and explains program rules, regulations and guidelines to other staff, community and neighborhood organizations, state and local officials and agencies, law enforcement agencies, and the general public.

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

Assists in the evaluation, modification, and implementation of procedures and policies to ensure efficiency and effectiveness.

Exercises independent judgment and initiative in the performance of duties; receives general administrative direction.

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Tracks personal services by appropriation, and adjusts personnel as necessary to ensure that payroll costs do not exceed available funding sources.

Reconciles budget appropriations from one year to the next, detailing and documenting any causes for increases or decreases in spending authority.

May conduct training meetings and make presentations to groups, as necessary.

Performs job-related travel to attend training meetings and seminars.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of Generally Accepted Accounting Principles (GAAP) and methods.

Knowledge of conceptual and applied practices of governmental accounting.

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

Knowledge of the principles and application of accounting systems.

Working knowledge of program planning and grants management.

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

Working knowledge of the legislative process.

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

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

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

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.

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.

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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, Business Administration, or related field AND at least one year of professional experience in business or governmental accounting.

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.