

## HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 3022

ACCOUNTANT, SENIOR

**Abolished Effective February 10, 2006**

### BASIC FUNCTION

Devise, prepare, install and coordinate highly-specialized institution-wide fiscal systems and functions; or lead one or more professional accountants and other assigned employees.

### DISTINGUISHING CHARACTERISTICS

Senior-level class of series. Perform one or more highly-specialized and complex institution-wide functions, life annuity trust accounting, investment and endowment fund accounting or capital fund accounting; or lead Accountants and other assigned employees.

### TYPICAL WORK

Prepare and analyze periodic and annual fiscal reports, such as certified financial statements or periodic governing board accounting reports;

Regularly assign, instruct and check the work of others;

Perform highly-specialized and complex accounting activities such as life annuity trust accounting, investment and endowment fund accounting or capital expenditure fund accounting;

Devise and establish control systems for determination of costs; maintain and analyze cost records and ascertain cost distribution;

Coordinate fiscal procedures with institution administrators, data processing supervisors, department heads and division chiefs; determine methods of improving procedures and services;

Install and maintain fiscal and accounting system controls to meet standards and requirements of state, federal and other organizations;

Perform the duties of Accountant, Principal;

May function as a project leader;  
Perform related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's Degree in accounting, business administration, computer science, economics, or closely related field which includes thirty quarter hours or twenty semester hours of college-level accounting courses AND three years of full-time experience as a professional accountant.

OR

four years of experience as a Fiscal Technician, or equivalent in the public sector, AND thirty quarter hours or twenty semester hours of college-level accounting AND three years of full-time experience as a professional accountant.

Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements, such as a license/certification/registration.

New Class: 1-03-73  
Revise Class: 8-16-74  
Revise MQ: 4-15-76  
Revise Class: 5/1/82  
Revise Class/Title: 1-18-88  
Revise MQ: 7-2-90