

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 3028

AGENCY ACCOUNTS OFFICER I

Abolished Effective February 10, 2006

DEFINITION

Plan, organize, supervise, and conduct the accounting, budget, and business activities of a State agency having a variety of complex accounting and related business management work.

DISTINGUISHING CHARACTERISTICS

Positions allocated to this series are single class positions for any one agency and function under the specific direction of the agency head or an administrative official at the policy making level.

TYPICAL WORK

Supervise and participate in establishment and maintenance of accounting records including cost distribution, allotment controls, and receipts and encumbrances;

Prepare budget and allotment requests and justifications; determine work load indicators and verify adequacy of supporting data;

Responsible for agency business management activities such as procurement, stores, rentals, leases, office services, transportation and travel, inventory and related administrative functions;

Provide management with status of accounts, both actual and projected, together with analysis and recommendations pertaining to activity costs and revenues;

Reconcile departmental accounts with State Accounting records; obtain authorization for change within programs and allotments;

Select, train, and supervise accounting clerks and clerical personnel;

Revise, formulate, and install systems and procedures pertaining to accounting, business management and other areas supervised;

Perform related duties as required.

MINIMUM QUALIFICATIONS

Two years of professional accounting or auditing experience. Washington State certification as a Certified Public Accountant may be substituted for these two years of experience.

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

Examination Requirements:

A job element examination (including written, E & T and oral components) scored on the basis of job related experience, training, skill, ability and other elements which are established through job analysis.

New Class: 5-17-73

Revise MQ: 7-2-90