



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 0221
0222
0223

ACCOUNTING/BUDGET SPECIALIST

SCOPE OF WORK:

Individuals assigned to positions in this series perform fundamental budgeting and accounting duties within the parameters of approved policies and procedures. Duties generally relate to activity required in support of the State accounting and budgeting systems. Individual positions may perform all activities associated with the limited requirements of a small agency or department, or be involved in a portion of activities in support of a larger function.

DUTIES PERFORMED AT ALL LEVELS:

- Prepare, examine, and analyze accounting and budget-related statements, reports, and supporting documents.
- Classify, record, and report financial operations applying the theories and principles of accounting.
- Identify, research, and resolve accounting discrepancies.
- Analyze, allocate, and monitor expenditures and revenues.
- Assist in the development of accounting and budgeting procedures.
- Maintain accounting ledgers, journals, registers, etc.
- Assist in the preparation of budget documents.
- Reconcile statements with records and accounting transactions.
- May supervise technical and/or support staff.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

ACCOUNTING/BUDGETING SPECIALIST I

0221

GRADE J

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree with a major in accounting; or two years of college with major coursework in accounting and three years of directly related work experience involving duties associated with a large accounting system.

ACCOUNTING/BUDGET SPECIALIST II

0222

GRADE K

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Assist in analyzing data to determine the accounting and budget system support requirements.
- Assist in developing appropriate procedures to provide accounting and budget maintenance.
- May provide direct supervision to entry level accountants and/or technicians.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree with a major in accounting and one year of professional accounting experience.

ACCOUNTING /BUDGET SPECIALIST III

0223

GRADE L

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Plan and prepare program or agency budgets.
- Analyze and interpret accounting records to determine trends
- Prepare grant requests and monitor grants and contracts.
- Analyze accounting needs and requirements.
- Develop and implement accounting and budgeting policies and procedures to ensure that funds are obligated for authorized purpose.
- Authorize short-term investments and make recommendations.
- Oversee one or more major accounting and reporting functions.
- May supervise professional and technical staff.

MINIMUM QUALIFICATIONS:

The appointing authority shall establish a specific additional type and amount of experience required when recruiting at this level.

Eff. Date: 2/92

Rev: 7/12 – Conversion to Hay System