



ACCOUNTING MANAGER

SCOPE OF WORK:

Individuals assigned to positions in this series perform and/or direct the activities of an entire accounting and budgeting function of a large organization and provide control of funds in accordance with approved policies and procedures.

DUTIES PERFORMED AT ALL LEVELS:

- Develop, direct, and monitor agency accounting and reporting systems.
- Compile and analyze data necessary to determine the accounting and budgeting needs of assigned programs or accounts.
- Develop, implement, and enforce policies and procedures for maintenance of the accounting and budgeting processes.
- Prepare, maintain, and analyze reports to ensure efficiency and compliance of the accounting and budgeting processes.
- Coordinate with program or work unit managers to ensure the continued support of established accounting and budgeting needs and/or to adjust for changed requirements.
- Prepare comparative analyses of operating costs and provide recommendations for needed adjustments to program or work unit managers.
- Provide testimony to examining and fund-granting authorities in order to clarify data and/or recommended budget revisions.
- Provide direct management of other staff and/or serve in a consulting role to various program and/or work unit managers.

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 MANAGER I

0224

GRADE N

LEVEL DEFINITION:

Individuals at the Accounting Manager I level may perform duties associated with one or more large programs or accounts involving complex accounting and budgeting requirements.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in accounting and four years of professional accounting experience, one of which must have included professional accounting in a supervisory capacity. A Certified Public Accountant (CPA) certification with a bachelor's degree in a financial or business related field may substitute for the bachelor's degree in accounting.

ACCOUNTING MANAGER II

0225

GRADE P

LEVEL DEFINITION:

Individuals at the Accounting Manager II level are responsible for the financial management of an agency with varied and complex accounting and budgeting functions. Positions may also direct support functions of a large agency or institution, which may include but are not limited to budgeting, accounting, payroll, and support services such as procurement and information management. The work is substantially more difficult and of greater responsibility than the I level because of the unusual nature, magnitude, or overall impact on the organization's mission.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- May supervise professional staff who directs support functions.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in accounting and six years of professional accounting experience, three of which must have included professional accounting in a supervisory capacity. A Certified Public Accountant (CPA) certification with a bachelor's degree in a financial or business related field may substitute for the bachelor's degree in accounting.

Eff. Date: 2/92

Rev: 7/12 – Conversion to Hay System

Rev: 6/15 – Revised minimum qualifications at both levels; reviewed factoring