

Job Description
Missouri State Highway Patrol

Class Title: Accountant I - DDCC

Title Code: V00191

Effective Date: 09/27/94

Date Reviewed:

Date Revised: 12/27/04

Immediate Supervisor: Assistant Director - DDCC

Position Supervised: None

FLSA Classification: Non-exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is entry-level bookkeeping and accounting work. An employee in this position maintains the financial records for the Division of Drug and Crime Control. Work will involve conducting forensic audits to provide assistance to investigators on financial crimes, audits on money assigned to narcotics officers and field investigators, computing and submitting overtime hours, payment of division bills. The employee will also work with criminal investigators in investigating complex financial crimes. General supervision is provided by the immediate supervisor to ensure conformance with established rules, policies, and procedures.

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.)

Performs forensic criminal audits to assist criminal investigators and narcotics officers with investigations involving financial crimes; audits money assigned to narcotics and field investigators.

Assists investigators and other agencies, upon request, with financial advice and audits of funds or accounts relating to financial crime investigations.

Travels to various locations throughout the state for possible financial crime investigations, financial audits, overnight training seminars, etc.

Periodically travels throughout the state, and on some occasions, overnight, to audit the accounting records of individuals and businesses currently under investigation by DDCC.

Prepares monthly narcotics reconciliation report to contain all special investigation spending and payments by the narcotic investigators.

Performs field audits of state investigation funds and incidental expense funds held by investigators.

Performs on-line financial checks through the Financial Crimes Enforcement Network (FinCEN).

Works directly with the High Intensity Drug Trafficking Act (HIDTA) by processing all HIDTA invoices for payment, tracking all HIDTA expenditures, monitoring and amending the budget as necessary; computes, tracks, and submits for payment all HIDTA invoices and documents.

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Reviews and maintains officers' monthly State Expenditure Log Sheets for accuracy and compliance with division directives.

Prepares the division bills and submits them for approval and payment to the Budget and Procurement Division.

Prepares and maintains monthly spreadsheets detailing all invoices paid which is distributed to the division director and assistant director.

Monitors and reviews the division budget periodically and prepares analyses to ensure the division is operating within the budgetary constraints.

Maintains, reconciles, and issues checks out of the state investigation fund, officers' incidental fund, and other accounts as necessary; receives, verifies, deposits, and retains a record of all restitution received by the division.

Computes overtime hours for officers and submits them to the Budget and Procurement Division for payment; tracks money spent out of each grant to ensure payments are within the allotted amount

Testifies in court concerning involvement in criminal cases.

Serves as liaison with vendors on all billing matters.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of modern office practices, procedures, and equipment.

Knowledge of business English, spelling, and arithmetic.

Knowledge of accounting principles and practices and ability to apply them to varied accounting transactions.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to perform detailed work using statistical and financial data.

Ability to work independently with general supervision.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to organize and plan work effectively.

Ability to establish and maintain harmonious working relations with others.

Ability to think logically and to analyze and interpret problems assigned.

Ability to make decisions in accordance with laws, policies, and regulations and apply these to work problems.

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Ability to travel to various locations throughout the state for possible overnight training seminars, field audits, financial crime investigations, etc.

Ability to operate standard office equipment (e.g., copy machine, facsimile machine, telephone, shredder, etc.).

Ability to operate a personal computer and applicable accounting software.

Possess the skill to operate a calculator with a high degree of accuracy.

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, EDUCATION, AND TRAINING 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.)

Graduation from an accredited four-year college or university with a bachelor's degree in accounting.

OR

Four years of varied, double-entry bookkeeping experience and/or governmental accounting experience of which at least two years must have involved responsibility for the more difficult bookkeeping tasks including the preparation of worksheets, financial statements, and the classification of items for proper entry, etc. (Successful completion of a full one-year course in accounting from an accredited college or university or its equivalent in recognized business college may be substituted on a year-for-year basis for a maximum of two years of general experience.)

NECESSARY SPECIAL REQUIREMENTS

Possess a valid Missouri Driver's License.