



**Classification:** Accountant I - Administration  
**Title Code:** V00191  
**Pay Range:** 18

### **POSITION SUMMARY:**

This is a technical administrative support position responsible for assisting in the planning, implementation, and coordination of general budgeting/accounting activities within the division. An employee in this position performs accounting duties to include budget preparation, legislation and fiscal notes, federal grant administration, appropriation maintenance, and report preparation. This individual acts as a liaison with other appropriate agencies. The work involves direct contact with governmental, public, and private entities requiring a moderate degree of independent judgment. Work also requires interpreting state statutes and the potential impact of proposed legislation, as well as interpreting federal guidelines relating to U.S. Department of Justice or other federal funding programs. General supervision is provided to ensure conformance with established rules, policies, and procedures. Work is reviewed for overall standards of performance and for compliance with federal, state, departmental or agency directives; however, the employee is expected to exercise discretion and judgment in making decisions.

### **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.)

Receives, reviews, and analyzes budget requests from troops and divisions; validates the need for the request and ensures the requested amounts are appropriate and mathematically correct; prepares selected decision items for entry into the SAM II BRASS budget system.

Tracks and documents the status of decision items during the legislative process and attends legislative hearings as appropriate; updates troop commanders and division directors, as needed; archives data at the end of session for future utilization.

Assists with the review of proposed legislation for potential organizational impact; determines those with no impact and marks appropriately; assigns legislation to appropriate division personnel for response. Monitors response deadlines and follows-up with affected personnel; reviews submitted response and evaluates the narrative and mathematical data presented; works with originating source to revise response if necessary; may combine several responses into a composite response; prepares and submits a detailed worksheet to summarize the estimated fiscal impact of the proposed legislation on the organization; forwards final draft of fiscal notes to the Department of Public Safety and Legislative Oversight within predetermined deadlines; answers questions reference legislation and fiscal notes, as needed.

Assists with the administration of federal grants for the Patrol. Routes grant applications to affected components for review. Establishes grants in the Federal Aid Management subsystem of SAM II, as well as in an internal grants management system. Prepares reporting to granting agencies to request reimbursement of expenditures; prepares monthly, quarterly, and other financial reports for submission to granting agencies. Evaluates, prepares, codes, and monitors grant expenditures, including claims for reimbursement, and financial reports to agencies as required in grant contract, terms, and conditions. Researches, develops, prepares, and reviews grant applications, including completion and submission of all required state and federal forms. Monitors and evaluates ongoing grant projects for compliance with grant award conditions and match requirements; documents grant related activity and recommends modifications or revisions necessary to satisfy the intent of the grant.

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Processes purchase orders in SAM II; processes invoices and expense reports for payment to vendors; performs reconciliation of payroll for federally funded personnel.

Audits the utilization of federal funds and immediately reports any areas of concern and/or problems with same; works directly with the organization's Grant/Project Directors in all phases of grant administration; reviews federal funding suggested in state budget requests.

Prepares various annual reports including the federal Annual Certification Report and the state's Bond Indebtedness report.

Utilizes the SAM II Financial system and complex internal spreadsheets to monitor appropriations and expenditures of allocated state and federal funds; makes revisions to appropriations and allotments as necessary; responds to inquiries from Office of Administration and other state agencies.

Provides technical guidance in budget monitoring and maintenance to troop and division staff; provides troubleshooting and problem resolution, as needed; responds to requests from auditors, as needed.

Prepares ad hoc and standard reports for division personnel, staff, auditors, etc.; prepares correspondence, lists, forms, etc.

Works on various projects as assigned.

Performs job-related travel to attend training meetings and seminars.

Conducts training meetings and makes presentations to groups, as necessary.

Performs other related duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Working knowledge of accounting principles and practices and their application to a variety of accounting transactions.

Working knowledge of payroll, purchasing, accounts payable, and accounts receivable.

Working knowledge of program planning and grants management.

Working knowledge of modern office practices, procedures, and equipment.

Working knowledge of the budget process.

Working knowledge of the legislative process.

Ability to learn the SAM II Financial and HR/Payroll systems, BRASS, and the Data Warehouse.

Ability to interpret, explain, and apply statutes, regulations, and agency policies.

Ability to assist in the preparation and presentation of informational seminars and training workshops.

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Ability to verify documents and reports produced and received, and take proper steps to reconcile errors.

Ability to locate and assemble information necessary to complete work assignments.

Ability to work independently with general supervision.

Ability to work on several projects simultaneously.

Ability to make decisions in accordance with statutory and department rules, regulations, policies, and procedures and apply these to work problems.

Ability to work with the pressure of deadlines.

Ability to review and analyze budget requests.

Ability to coordinate fiscal note preparation within the organization.

Ability to provide technical guidance in budget monitoring and maintenance.

Ability to maintain the organization's appropriations in a computerized accounting system and allocate funds accordingly.

Ability to prepare and interpret standard accounting and ad hoc reports, statements, and statistics.

Ability to operate a personal computer and create and interpret complex Excel spreadsheets.

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

Ability to establish and maintain harmonious working relations with others.

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

Ability to operate basic office equipment.

Ability to perform job-related travel.

Ability to accommodate a nonstandard schedule as needed.

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.

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**MINIMUM EXPERIENCE AND EDUCATION 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, finance, or closely related field.

OR

Four years of advanced bookkeeping experience and/or governmental accounting experience or finance 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 or finance from an accredited college or university or its equivalent in a recognized business college may be substituted on a year-for-year basis for a maximum of two years of general experience.)

**FLSA STATUS:** Non-Exempt

**WORK SCHEDULE:** An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.