



AD-AUDITING ACCOUNTANT, ASSISTANT

CHARACTERISTICS OF WORK:

This is entry-level work as a state auditing accountant. During the period of orientation and training, the minimum educational requirements must be supplemented with directed and supervised on-the-job training. Assistants must be instructed in the course of their daily activities by Intermediate Auditing Accountants, Senior Auditing Accountants, and Supervising Senior Auditing Accountants. Such training must be supplemented with periodic lectures by Managing Auditing Accountants and other professionals on specific subjects; general staff meetings on matters of common interest; and department bulletins, manuals, and digests of laws. In addition to thorough grounding in principles of accounting and standards of auditing, the Assistant Auditing Accountant's training should develop some knowledge of state and federal laws in relation to the financial administration of the public offices thereof; familiarity with various accounting systems in the agencies' accounting procedures that may provide more efficient operation and better internal control; and a viewpoint of complete objectivity in performance of duties, which requires independent judgment.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Bachelor's Degree from an accredited four-year college or university with a minimum of twenty-one (21) semester hours in Accounting as follows:

Principles of Accounting 3 Hours
Intermediate Accounting 3 Hours
Principles of Auditing 3 Hours

The remaining 12 hours may be selected from:

Principles of Accounting II
Intermediate Accounting II
Income Tax Accounting I and II

Governmental Accounting
Advanced Accounting
Managerial Accounting
Cost Accounting

Documentation Required:

Applicant must attach a valid copy of his/her transcript or other evidence to verify completion of required coursework.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is frequently required to stand; and walk. The incumbent is occasionally required to stoop, kneel, crouch, or bend.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity and Honesty: Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness, and respect for others. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Conscientiously abides by the rules, regulations, and procedures governing work.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers.

Accountability: Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high-level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards, and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Receives other cues such as body language in ways that are appropriate to listeners and situations. Takes into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations. Communicates ideas, suggestions, and concerns, as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate information.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas.

TECHNICAL COMPETENCIES:

Communication Skills: Shares information in writing or verbally.

Concisely and correctly answers questions and/or advises, explains, or conveys information to internal/external customers and other professionals. Asks appropriate questions to gain information to accurately account for transactions and to resolve pertinent issues. Participates effectively in meetings, seminars, and training sessions. Presents written and oral information using proper grammar, punctuation, and content. Appropriately documents information using tools such as: journal entries, work papers, letters, e-mails, reports, memorandums, etc. Exercises professional courtesy in all communications.

Workflow Management: The ability and willingness to perform work within defined specifications and timelines and to manage conflicting priorities.

Schedules and manages workload to assist in achievement of desired goals. Effectively utilizes agency assets such as work time, computer equipment, supplies, etc. Resolves all tasks timely and accurately. Exercises appropriate level of professional skepticism based on information obtained. Adapts to a variety of situations and surroundings. Pays close attention to details and has the ability to work in a multi-task environment.

Functional Capability: Possesses or is capable for developing the specific knowledge and technical abilities to succeed in the specified position.

Possesses knowledge or proper accounting/auditing procedures such as accounts payable and related areas, financial entry preparation, fund accounting, and account reconciliations. Exercises an analytical thinking process. Reads and has a basic knowledge of the laws creating and regulating state agencies, counties, school districts, and other boards and institutions to which a work assignment has been given.

Professional Maturity: Possesses the capacities and aptitudes acquired by means of personal or professional experience, which enable functions to be fulfilled, and enables the incumbent to deal with situations in the workplace in a professional manner.

Able to assess the situation and appropriately respond. Exhibits the appropriate degree of confidence, assertion, tolerance, patience, and empathy. Knows when to refer an issue to the appropriate level of management. Complies with agency standards. Responds appropriately to supervision and administrative decisions. Exhibits positive, influential attitude and work ethic among peers within work unit. Takes initiative to accomplish goals. Maintains appropriate standards of confidentiality and objectivity.

Audit Performance: Has the abilities and attributes to successfully perform the duties of an audit.

Possesses and applies appropriate level of accounting knowledge to analyze, record, and understand financial information. Reviews work papers of audit for prior fiscal year with accountant-in-charge to develop an understanding of the audit program.

Technical: Is proficient in operating technical equipment in performing duties of the job. Uses computer software to complete assigned tasks, meet agency goals, and produce required results.

Possesses knowledge of Microsoft and other software products including but not limited to the following: Windows, word processing and spreadsheet applications, Internet applications, and general ledger software.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Prepares assigned work papers and conclusions based on audit documentation/evidence obtained and by following established procedures.
2. Assists in planning for audit engagements.
3. Assists in developing opinions and recommendations on financial statements and report findings.
4. Travels to work assignments.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Reviews work papers of audit for prior fiscal year with accountant-in-charge to develop an understanding of the audit program.

Reads and has a basic knowledge of the laws creating and regulating state agencies, counties, school districts, and other boards and institutions to which a work assignment has been given.

Performs any work detail assigned by accountant-in-charge of the engagement.

Attends brainstorming sessions and audits planning meetings.

Sets up temporary office/work space.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.