



PERS - INVESTMENT ACCOUNTANT

CHARACTERISTICS OF WORK:

This is professional investment accounting work of independent responsibilities for developing and modifying or assisting in developing and modifying investment accounting systems for the Public Employees' Retirement System (PERS) as required by FASB, GASB, and NCGA boards. Work involves the application of professional accounting principles and techniques of investments in the analysis of a pension fund's investment accounting functions to ensure the effectiveness and accuracy in investment accounting systems. Work is performed under general supervision but in accordance with fiscal policies and regulations of the Public Employees' Retirement System. Investment accounting deals with a very specialized section of investments and accounting for pension and retirement systems. Incumbents may function as the assistant to the administrative head of the Fiscal Division of the Public Employees' Retirement System.

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 Master's degree from an accredited four-year college or university with a minimum of 24 hours in accounting, 18 as identified below;

AND

Experience:

Three (3) years of experience in finance, investment accounting or pension fund activities, one (1) year of which must have included line or functional supervision;

OR

Education:

A Bachelor's degree from an accredited four-year college or university with a minimum of 24 hours in accounting, 18 as identified below;

AND

Experience:

Four (4) years of experience in finance, investment accounting or pension fund activities, one (1) year of which must have included line or functional supervision.

Twenty-four (24) hours in accounting of which eighteen (18) hours must have been in the following courses:

Principles of Accounting I and II
Auditing

Intermediate Accounting I and II
Advanced Accounting

Substitution Statement:

Certification by the State of Mississippi as a Certified Public Accountant may be substituted for two (2) years of the required general or supervisory experience.

Required Document:

Applicant must attach a copy of his/her transcript to verify required coursework.

Copy of certification as a Certified Public Accountant must be attached, where applicable.

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.

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 climb or balance; and 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: Exhibits behaviors showing a strong internal personal commitment to fundamental principles of honesty and fairness dealing in all activities related to job performance.

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

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

Accountability: Accepts responsibility for actions and results.

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

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

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

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

TECHNICAL COMPETENCIES:

Financial Analysis and Management: Applies professional accounting principles and techniques of investments in the analysis of a pension fund's investment accounting functions; directs and assumes responsibility for fiscal decisions.

Implements and maintains major fiscal policies of a high, complex nature in the investment accounting area. Coordinates, directs, and assumes responsibility for fiscal decisions which reflect portions of the fiscal activity of a pension fund.

Decision Making and Problem Solving: Examines accounting information and evaluates results in order to choose the best solution and solve problems.

Makes sound, well informed, objective decisions relating to investments and accounting for pension and retirement systems. Monitors and reconciles accounting for PERS.

Planning and Evaluating: Uses accounting information to determine short or long term goals and strategies to achieve them; monitors progress and evaluates outcomes.

May implement short-term investments that effectively commit the agency to important fiscal actions. Determines effectiveness in investment accounting systems.

Financial Report Writing: Possesses the skills needed in order to perform the duties associated with writing and reviewing financial documents.

Prepares financial statements and reports. Understands and applies principles of writing and rules of English grammar to all writing tasks.

Technical: Uses computer applications and software to complete assigned tasks, meet agency goals, and produce required results.

Uses computer software to complete assigned tasks, meet agency goals, and produce required results. Possesses working knowledge of Microsoft and other software products including but not limited to the following: Windows, word processing, spreadsheet applications, Internet applications, and general ledger software.

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

Possesses knowledge of accounting principles and practices, fiscal policies, and regulations of the Public Employees' Retirement System. Possesses knowledge of state statutes and guidelines for reporting pension funds. Supervises and maintains investment, clerical, and other accounting systems.

MANAGEMENT COMPETENCIES:

Emotional Maturity: Conducts oneself in a professional, consistent manner when representing the organization.

Has the ability to work through adversity and hold self and others accountable for work actions.

Macro Oriented: Exercises good judgment; makes sound, well-informed decisions.

Understands and appropriately applies procedures, requirements, and regulations related to specialized areas of expertise.

Working Through Others: Supports, motivates, and is an advocate for staff.

Reinforces and rewards team efforts and positive behaviors.

Results Oriented: Plans effectively to achieve or exceed goals; sets and meets deadlines.

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. Monitors, supervises, and reconciles accounting for PERS.
2. Prepares financial reports, analyses, and schedules.
3. Supervises and maintains investment, clerical, and other accounting systems.

EXAMPLES OF WORK:

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

Implements and maintains major fiscal policies of a high, complex nature in the investment accounting area.

Establishes and maintains important contacts with banks and investment brokers.

Coordinates, directs and assumes responsibility for fiscal decisions, at varying degrees of finality, which reflect portions of the fiscal activity of a pension fund.

Performs related investment work and compiles financial reports as required following state statutes and guidelines for reporting by pension funds.

May implement short-term investments that effectively commit the agency to important fiscal actions.

Supervises various other accounting and clerical accounting functions and non-personnel related to these activities.

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.