



DFA-FISCAL ANALYST TRAINEE

CHARACTERISTICS OF WORK:

This is professional accounting work within the Bureau of Financial Reporting of the Department of Finance and Administration. The work is characterized by an attitude of independence, self-reliance with analytical ability, and a viewpoint of complete objectivity. Responsibilities include assisting in the preparation of the State's Comprehensive Annual Financial Report (CAFR) and updating the Mississippi Agency Accounting Policies and Procedures (MAAPP) manual; entering information monthly for the preparation of the annual Legislative Report; and assisting with W2 and 1099 preparation. The work involves review, analysis, and adjustment of financial statements prepared by each agency using generally accepted accounting principles (GAAP). This position trains and supervises agency accountants (GAAP coordinators) and contract engagement personnel through individual instruction and periodic seminars. The work involves analyzing and adjusting entries in the Statewide Automated Accounting System (SAAS). This position reconciles information between SAAS, the Statewide Payroll and Human Resource System (SPAHRS), Treasury, and other systems. In addition, this position reviews and approves entries into the SAAS tables and ensures proper documentation is included. General supervision is received from the immediate supervisor

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 in Accounting or Business Administration.

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; walk; and stoop, kneel, crouch, or bend. The incumbent is occasionally required to climb or balance.

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:

Accounting: Possesses knowledge of accounting principles and practices; the financial markets; and the ability to analyze and report financial data.

Assists agency personnel in the application of accounting principles.

Financial Analysis and Management: Reviews and analyzes financial information, including statements prepared by each agency; assesses the financial condition of the agency.

Reviews all state agencies' financial statements for accuracy in completion and adherence to generally accepted accounting procedures. Reviews, analyzes, and adjusts agency financial statements according to established accounting procedures.

Technical: 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, SAAS, SPAHRS, Excel spreadsheet applications, Internet applications, databases, and data warehouse.

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

Assists in the preparation of the State's Comprehensive Annual Financial Report (CAFR) and updating the MAAPP manual. Assumes responsibility for the actual writing of various reports, note disclosures, and correspondence. Understands and applies principles of writing and rules of English grammar to all writing tasks.

Mentoring and Training: Provides training and technical support to personnel.

Mentors or otherwise assists co-workers and state agency personnel by helping them to improve their knowledge, skills, and abilities as well as encourages growth.

Professional Judgment: Possess the ability to interpret technical literature and applying concepts appropriately to the designated task.

Monitors the due process documents issued by the Governmental Accounting Standards Board and assists in the implementation of statements as they are issued and become effective.

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. Is fair, yet firm with others. Monitors workloads and provides feedback.

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. Reviews state agencies' financial statement while making necessary adjustments and prepares various financial reports.

2. Provides technical assistance to agency personnel, accountants, and other departments and institutions.
3. Performs duties and reconciliations as assigned.

EXAMPLES OF WORK:

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

Reviews state agencies' financial statements for accuracy in completion and adherence to generally accepted accounting procedures.

Assists in the preparation of the State's Comprehensive Annual Financial Report.

Assists agency personnel in the application of accounting principles and in the preparation of the agency's financial statements.

Trains and supervises agency accountants in the application of generally accepted accounting principles.

Adjusts agency financial statements according to established accounting procedures.

Balances and reconciles financial information between SAAS, SPAHRS, Treasury, and other systems.

Verifies and prepares 1099s and W2s for most state agencies.

Analyzes and reviews annual compilation of wage base figures for W2 reporting.

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.