



## **Accountant I or II (Classified)**

The Secretary for the Commissioners of the Land Office (“CLO”) seeks applicants for the position of a “classified” accountant I or II. *Depending on the applicant’s qualifications the position may be filled at a higher level.*

<b>Job Family Level:</b>	Accountant I
<b>Job Family Code:</b>	D14A
<b>Pay Band/Salary Range:</b>	I - \$26,502 - \$48,587 (annually) \$2,208.50 - \$4,048.92(monthly)

OR

<b>Job Family Level:</b>	Accountant II
<b>Job Family Code:</b>	D14B
<b>Pay Band/Salary Range:</b>	J - \$29,136 - \$53,417 (annually) \$2,428.03 - \$4,451.39 (monthly)

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## **ACCOUNTANT D14**

### **BASIC PURPOSE:**

Positions in this job family are assigned responsibilities involving professional level work in the maintenance, analysis, interpretation and management of financial accounting data. This includes the preparation and posting of various journals, ledgers and accounts, analysis and presentation of financial data, and preparation of financial statements and expenditure reports, review and approval of various vouchers and invoices for payment, analyzing budget requirements, preparing payroll data, allocation of funds to various accounts or functions, and other similar activities.

### **TYPICAL FUNCTIONS:**

The functions within this job family will vary by level, but may include the following:

- Reviews, analyzes and presents financial data, including revenue projections and expenditure reports, to determine funding requirements.
- Prepares financial statements, reports of operations, expenditure reports, statistical data, and other information concerning financial requirements; assists in gathering and reviewing data for preparation of budget work programs.
- Maintains various ledgers, journals, registers and other fiscal records; allocates revenues to appropriate functions; classifies expenditures and posts to various accounts as required.
- Reviews and processes expense vouchers, invoices, and other fiscal documents for payment; reconciles various financial reports and other data concerning fiscal operations.
- Determines payroll requirements; maintains payroll data; prepares and processes monthly payrolls

## **LEVEL DESCRIPTORS:**

### **Level I:**

**Code: D14A**

**Salary Band: I**

This is the basic level of the job family where employees are primarily responsible for performing routine entry level work in a training status to build their skills in maintaining, analyzing and reporting financial information and applying generally accepted accounting principles. In this role they will perform tasks involving the maintenance of financial information, reviewing and processing routine vouchers and invoices for payment, preparation of routine or standardized accounting reports and financial statements and the reconciliation of simple accounting transactions.

**Knowledge, Skills and Abilities** required at this level include knowledge of generally accepted accounting principles and theories; of financial statements and reports; of accounting ledgers and journals; and of computer technology related to accounting systems. Ability is required to prepare basic financial statements and reports; to review and analyze financial information; and to maintain routine accounting data in appropriate ledgers and journals.

**Education and Experience** requirements at this level consist of a bachelor's degree in accounting or a bachelor's degree in business, finance or a closely related field or an equivalent combination of education and experience, substituting one year of bookkeeping for each year of the required degree.

### **Level II:**

**Code: D14B**

**Salary Band: J**

This is the career level of the job family where employees are assigned duties and responsibilities at the full-performance level and perform a wide range of tasks involving the maintenance, analysis, interpretation and reporting of financial accounting data and the application of generally accepted accounting principles and theories in the management of financial accounts and operations and other related activities. This includes maintenance of highly diverse accounts, financial analysis and reporting, participating in the preparation of budget work programs, reconciliation of accounting data, reviewing and processing financial documents for payment, maintaining payroll data and processing monthly payrolls, and similar responsibilities. At this level, guidance and training may be provided to technical or entry level employees performing accounting related duties.

**Knowledge, Skills and Abilities** required at this level include those identified in Level I plus knowledge of payroll systems and budget preparation. Ability is required to review revenue and cost data for the preparation of budget work programs.

**Education and Experience** requirements at this level consist of those identified in Level I plus one year of experience in performing professional accounting experience; or an equivalent combination of education and experience.

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**The primary duties of this position will include:** Accounts payable funding and processing, processing travel vouchers, serve as P-Card accountant, review payroll and record time and leave for the agency, process check disbursements for the Agency's Special Account (ASA), initiate change orders for purchases, and close agency purchase orders.

**Selective Preference:** Special consideration will be given to those applicants who are: proficient in Excel and experienced with Oracle and/or Peoplesoft payables system; processing regular, travel and P-card vouchers; familiar with Oracle and/or Peoplesoft purchase orders (including entering funding), account codes, processing change orders and closing purchase orders. Experience with Oracle and/or Peoplesoft reports and queries a plus.

Applicants must be legally authorized to work in the United States without visa sponsorship.

Applicants may be subject to a background check.

Click on a link below to apply for this position:

<p><a href="#"><u>Fill out the Supplemental Questionnaire and Application NOW using the Internet.</u></a></p>	<p>Apply Online</p> 
<p><a href="#"><u>View and print the Supplemental Questionnaire.</u></a></p>	<p>This recruitment requires completion of a supplemental questionnaire. You may view and print the <a href="#"><u>supplemental questionnaire here.</u></a></p>

*The Commissioners of the Land Office is an Equal Opportunity Employer*