

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Senior Accountant

Class Code: 10194

Pay Grade: GJ

A. Purpose:

Manages a comprehensive accounting program and directs daily fiscal operations to provide the foundation for sound fiscal procedures that comply with state and federal guidelines, or performs advanced accounting tasks to provide the appropriate level of expertise and understanding.

B. Distinguishing Feature:

Senior Accountants develop and maintain financial structures for departments; develop procedures for accessing information and developing reports based on their interpretation of applicable state and federal regulations, and analyze fiscal data to determine trends and make projections.

Accountants implement directives from fiscal managers, and follow accounting principles and established procedures to record, research, analyze, and develop reports for managers to use in monitoring revenue and expenditures and creating financial reports and projections.

Accountants also conduct daily business functions such as reconciliation of accounts receivable and payable, allocation of funds, and reporting of grant and fund balances.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Manages departmental budget process to ensure compliance with directives.
 - a. Provides advice and direction to managers regarding internal policies and procedures.
 - b. Analyzes past expenditures and develops methods for projecting future expenditures.
 - c. Identifies appropriate funding sources for each budget item.
 - i. Maintains integrity of budget centers by adding or deleting coding as needed.
 - ii. Coordinates coding with other agencies.
 - iii. Ensures proper coding structure is implemented.
 - d. Analyzes accounting data and develops revenue and expenditure reports to keep management aware of current revenue situations.
 - i. Projects revenue excesses and shortfalls and recommends solutions.
 - ii. Implements program changes as they affect the accounting system.
 - e. Recommends fiscal operating procedures.
 - f. Reviews expenditure analyses and recommends modification to the spending plan.
2. Manages accounts receivable and fiscal procedures for funding sources to ensure funds are available for intended purposes, state and federal reporting requirements are met, and to prevent disallowances or audit findings.
 - a. Interprets federal grant management requirements including match requirements and implements internal grant management policies to ensure compliance.
 - b. Approves and monitors sub-grantee requests for funds.
 - c. Maintains grant sheets, prepares corrections, determines availability of funds, and notifies management of funding issues and makes a recommendation to solve.
 - d. Monitors procedures relating to funds obtained by the department to include establishing cash accounts, revenue codes, and special billing reports.
 - e. Provides technical assistance for the coordination, preparation and submission of federal grant applications, adjustments to grants, and inter-grant transfers.

- f. Prepares quarterly grant award estimates.
 - g. Determines where to transfer money to cover shortfalls.
 - h. Arranges accounts receivable repayment schedules.
 - i. Monitors cash flow and expenditure authority.
 - j. Develops and coordinates indirect cost proposals and determines and calculates eligible monthly indirect cost draws.
 - k. Develops techniques in financial forecasting and trend analysis.
 - l. Determines amount of federal cash to be drawn and ensures it is available at the correct time.
 - m. Develops and monitors processes based on expenditure data to ensure appropriate and timely collection of revenue.
 - n. Represents the department in court cases regarding bad debt accounts, transfers accounts to the Office of Risk Management, and answers questions and complaints about bad debts.
3. Manages accounts payable to ensure expenditures are recorded to the correct funding sources, that expenditures are allowable according to funding source guidelines, and an accurate record of income and expenditures is available.
 - a. Establishes revenue codes and cash accounts.
 - b. Provides assistance to staff by determining grant matches and fiscal year carry-over funds.
 - c. Oversees and performs detailed reconciliation of accounting systems.
 4. Prepares financial statements to provide current status of organization fiscal situation.
 - a. Determines, obtains, analyzes, verifies, and corrects data needed for statements and to determine accrual entries.
 - b. Prepares year end entries and accrual statement with designated software or prepares balance sheet, retained earnings and cash flow statement.
 - c. Prepares fiscal impact projections.
 - i. Analyzes program data to determine expenditure categories and determine probable costs.
 - ii. Coordinates projection estimate draft data with staff and other agencies.
 5. Performs cost allocation and rate-setting functions to ensure compliance with regulations.
 - a. Recommends methodologies for allocating costs to financial managers.
 - b. Develops and implements a detailed allocation process based upon an approved plan.
 - i. Determines eligible costs and cost centers for the department plan.
 - ii. Calculates new and revised rates for management review and approval.
 - c. Creates detailed systems to allocate costs to multiple funding sources.
 - d. Determines and allocates indirect costs.
 - e. Reconciles federal funds received to federal fund expenditures recorded on accounting system.
 - f. Develops resolutions to over/under recovery issues.
 6. Performs other work as assigned.

D. Reporting Relationships:

Typically reports to a fiscal manager. May supervise or direct the work of Accountants, Accounting Assistants, and Claims Clerks.

E. Challenges and Problems:

Challenged to interpret and understand state and federal regulations and develop procedures that ensure the department is in compliance. This is a challenge because there are often many federal programs and grants with diverse and complicated requirements, government program guidelines often change which requires continuous monitoring, and developing procedures that are usable while still meeting requirements is difficult. Further challenged to provide leadership to other fiscal people in diverse accounting procedures and requirements. This is challenging because it requires interpretation and explanation on several levels of expertise and understanding.

Problems include resolving over-expenditures, accounting for grant awards across fiscal years, and establishing revenue and expenditure coding that are reasonable to follow.

F. Decision-making Authority:

Decisions made include establishing codes, when to conduct cash draw downs, how to deal with revenue shortfalls, policy interpretations, and development of new accounting procedures.

Decisions referred include approval of budget changes, capital asset expenditures, final approval of rate setting, and audit problems.

G. Contact with Others:

Daily contact with grantee personnel to provide technical assistance, department staff to discuss budget status of programs; and frequent contact with State Auditor's office to verify fund balances, Bureau of Finance and Management to discuss accounting systems, and federal agencies to exchange financial information.

H. Working Conditions:

Typical office environment.

I. Knowledge, Skills and Abilities:

Knowledge of:

- generally accepted accounting principles (GAAP), practices, and standards;
- generally accepted auditing standards (GAAS);
- governmental fiscal administrative processes such as budget development and disbursement, rate setting, accounting, grant administration, and purchasing.

Ability to:

- manage a program of accounting and fiscal services and controls;
- evaluate and modify accounting systems, procedures, records, and controls;
- evaluate the soundness of financial practices;
- determine whether practices comply with federal and state regulations;
- analyze and interpret financial data and information and reach conclusions;
- organize and disseminate information clearly;
- plan, assign and direct the work of fiscal staff;
- establish and maintain effective working relationships with coworkers, managers, and representatives of other agencies or departments.