

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Financial Program Assistant**

**Class Code: 011043**

**Pay Grade: GG**

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### **A. Purpose:**

Assists program professionals with the financial responsibilities of an agency by maintaining financial processes, monitoring financial activities, reviewing and reconciling financial documents, and preparing financial reports to ensure compliance with the established guidelines; communicating, interpreting, and applying guidelines; independently implementing work processes and developing procedures to complete assigned work within the limits set by program professionals; and applying independent judgment to non-routine financial procedures.

### **B. Distinguishing Feature:**

The Accounting Assistant follows established operating procedures to maintain accounts payable and receivable; records revenue, makes deposits, and balances checking accounts; distributes costs to various grants and programs according to assigned coding; monitors fund sources and reports shortfalls to managers; provides purchasing support; initiates inventory bids; and reports daily transactions.

The Financial Program Assistant independently maintains financial processes within the limits set by program professionals, monitors financial activities, reviews and reconciles financial documents, and prepares financial reports to ensure compliance with the established guidelines of the program; uses independent judgment to interpret guidelines, develops procedures to increase efficiency and effectiveness of program operations, and decides on the best approach to resolve problems within the framework of established guidelines. Responsibilities of these positions focus more on the entire process than the procedural tasks within the process. Distinguished from lower classes by the nature of work, complexity of responsibilities, nature and variety of problems encountered, and judgment and independence used to solve those problems and make decisions. Often these positions have a central function in handling an entire process.

The Accountant I performs professional accounting work that requires the application of accounting theories, concepts, principles, and standards to the financial activities of the State.

### **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. Maintains or manages a financial process to ensure accurate and complete record keeping.
2. Monitors financial procedures such as billing and fiscal activities/operations including reviewing and reconciling financial documents/records, identifying and researching discrepancies, and taking appropriate action including adjustments and corrective entries.
3. Extracts, compiles, and verifies the accuracy of data to prepare financial statements and reports in support of financial operations.
4. Communicates to both internal and external entities to clarify guidelines and procedures.
5. Performs other work as assigned.

### **D. Reporting Relationships:**

Reports to a program professional; may provide work direction to others.

### **E. Challenges and Problems:**

Challenged to review information, identify problems, and determine the cause of the problems and the appropriate approach needed to resolve and stop issues from recurring. This is challenging because the methods and techniques vary depending on the circumstance, so the incumbent must use independent judgment when assessing information, identifying problems, and determining the appropriate course of action within established guidelines. Further challenged to maintain knowledge of guidelines in order to maintain compliance and ensure proper implementation of financial procedures and to provide accurate interpretation and information to staff, vendors, and the public.

Problems include evaluating issues for importance before relaying them on, maintaining deadlines, and prioritizing tasks.

#### **F. Decision-making Authority:**

Decisions include how to carry out processes in varying circumstances by interpreting individual situations and determining which guidelines are most effective out of those available; whether or not procedures within assigned functions are effective and how to revise them; and how to most effectively communicate information and guidelines regarding program services and processes to a variety of users.

Decisions referred include those that require the application of professional theory; development of and changes to processes that influence and require changes to the current system; and policy development, revisions, and difficult interpretations.

#### **G. Contact with Others:**

Contact with program staff to clarify procedures, interpret program guidelines, and coordinate to correct any errors; program professionals to receive interpretations and provide reports and other financial information; other agencies to coordinate efforts and exchange and receive information; and program users such as insurance companies, licensing agents, providers, banks, and the general public to communicate procedures and guidelines and monitor compliance.

#### **H. Working Conditions:**

Typical office environment.

#### **I. Knowledge, Skills, and Abilities:**

Knowledge of:

- methods and practices of financial recordkeeping;
- extensive knowledge of bookkeeping practices and procedures;
- work processes pertaining to finance and accounting;
- basic statistical measures;
- software applications;
- database development and maintenance.

Ability to:

- interpret and comprehend program guidelines and procedures;
- communicate both effectively;
- gather, interpret, report, and use information concerning assigned activities;

- assess process effectiveness and develop changes or alternatives;
- train and provide guidance to staff and service users;
- use personal computers and software;
- conduct research and compile and analyze data;
- establish and maintain effective working relationships with staff and the public;
- compile complex financial records and prepare financial reports;
- work independently and exercise judgment.