

CLASS TITLE: HUMAN SERVICES BUSINESS OFFICER

Class Code: 02648200
Pay Grade: 22A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform professional auditing and/or accounting work of a relatively complex nature; to assist in maintaining accounting records within a human services agency; to assist in conducting financial audits of large state departments, municipalities, and non-profit community organizations; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior who reviews work for conformance to well established procedures and regulations.

SUPERVISION EXERCISED: As required, may plan, supervise, and review the work of subordinates.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform professional auditing and/or accounting work of a relatively complex nature.

To assist in the maintenance of accounting records for a human services agency.

To be responsible for performing professional accounting work of a relatively complex nature including such duties as: classifying accounts; preparing general journal entries, adjusting entries, closing entries, and reversing entries; posting to accounts, subsidiary accounts, voucher registers, and cash books; preparing work sheets and assisting in completing financial statements for submission to the federal Departments of Agriculture and Health and Human Services; reconciling accounts and inventory records; and other accounting duties.

To assist in conducting financial audits of large state departments, municipalities, and non-profit community organizations, including nursing homes.

To prepare, or assist in the preparation of, financial statements and related auditing records in connection with the reporting of information obtained during the audit.

To perform such auditing duties as: to verify and account for all cash receipts and charges for goods and services, licenses, taxes, permits and fees by funds and proper classification; to verify turnovers of receipts to treasurers and other proper officials; to perform periodically, or on a continuous audit basis, computations and verification of the various benefits paid under the several federal and state programs; to take physical inventories of stock on hand; to make bank reconciliations; to compare checks and vouchers to registers; to examine, verify and reconcile general ledger and subsidiary accounts.

To be responsible for the work of a staff engaged in maintenance of inventory records, employee time records, etc; the completion of payroll vouchers; the preparation of purchase requisitions, invoice vouchers; budgetary requests, etc.; and other types of forms and records required by state financial procedures.

To assist in establishing proper accounting procedures regarding fiscal forms, records, internal control, and fund accounting systems for municipalities and non-profit community organizations.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the principles and practices of accounting; the ability to maintain and audit a set of records and accounts on a double entry basis; the ability to analyze and interpret accounting systems and procedures; the ability to prepare financial statements, including federal Financial Status Reports; the ability to plan, supervise and review the work of other accounting, bookkeeping, or auditing personnel; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in Accounting or Business Administration; and

Experience: Such as may have been gained through: employment in a public agency or in private industry involving professional accounting and/or professional auditing work.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: March 19, 2006