

OFFICE OF THE DEFENDER GENERAL
JOB SPECIFICATIONS – FINANCIAL SPECIALIST III – PG21

Class Definition:

Advanced Professional level accounting work in the maintenance, review and reconciliation of financial records to ensure compliance with accepted accounting principles and standards. Work may involve performing a wide variety of accounting and bookkeeping tasks in multiple complex fiscal programs, lead worker in the work of a unit within a centralized accounting operation, or responsible for supervision of lower-level technicians and specialists in a small fiscal unit. Duties are performed under the general supervision of the ODG Administrative Services Manager.

Examples of Work:

Performs technical accounting duties such as making cost allocations to various cost centers and auditing financial documents for state and federal programs, special projects, grants, infrastructure projects, or capital construction projects to ensure compliance with specifications. May compile financial data for the preparation of financial reports. May prepare budget for an office or program. Prepares financial schedules. Posts, balances and reconciles accounting records. Processes financial transactions, disbursements, receipts either manually or by data processing methods. Processes financial transactions, disbursements, receipts, expenditures and fund transfer requests. Makes corrections in accounting records. Performs and edits financial and statistical analysis for review. Assists Administrative Services Manager in preparing and maintaining accounting systems. Maintains inventory records. Calculates accounting adjustments. Performs related duties as assigned.

Knowledge, Skills and Abilities:

- Considerable knowledge of accounting & bookkeeping practices.
- Considerable knowledge of fiscal procedures, including automated fiscal recordkeeping and electronic spreadsheets.
- Thorough knowledge of basic contract requirements.
- Thorough knowledge of purchasing practices and procedures, particularly as applies to competitive bidding and/or contract procedures.
- Considerable knowledge of cost allocation practices and procedures.
- Some knowledge of budget preparation practices and procedures.
- Thorough knowledge of administrative practices.
- Ability to make mathematical computations with speed and accuracy.
- Ability to analyze, interpret and evaluate accounting problems
- Ability to develop checkpoints to maintain over-all integrity of the financial system.
- Ability to interpret and apply rules and regulations of considerable complexity.
- Skill in preparing accurate financial and statistical reports.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships.

Environmental Factors:

Duties are typically performed in a normal office setting. Work at a word processing or data processing terminal or similar equipment is required. Pressure from deadlines and workload may occur. Ability to lift boxes up to 30 lbs. May require travel so valid driver's license is required.

Preferred Minimum Qualifications:

High School diploma or equivalent AND three (3) years or more of experience in accounting, bookkeeping or technical level fiscal experience that involved the calculation, recording and maintenance of accounting or financial records.

OR completion of a vocational/technical training program in business, office administration, financial support or related area AND two (2) years or more of experience in accounting, bookkeeping or technical level fiscal experience that involved the calculation, recording and maintenance of accounting or financial records.

OR associate degree in accounting, business administration, office administration or a related field AND one (1) year or more of experience in accounting, bookkeeping or technical level fiscal experience that involved the calculation, recording and maintenance of accounting or financial records.

OR two years or more of full-time college coursework in accounting, business administration, office administration or a related field AND one (1) year or more of experience in accounting, bookkeeping or technical level fiscal experience that involved the calculation, recording and maintenance of accounting or financial records.

OR one (1) year or more as a Financial Specialist II with the State of Vermont.

AND

Experience working with the VISION system (VISION is the State of Vermont PeopleSoft financial management system), and experience in accounts payable.