

**STATE OF OHIO (DAS)**  
CLASSIFICATION  
SPECIFICATION

**CLASSIFICATION SERIES:**

State Accountant Examiner

**SERIES NO.:**

6622

**MAJOR AGENCIES:**

Office of Budget & Management Only

**EFFECTIVE DATE**

**SERIES PURPOSE**

The purpose of the state accountant examiner occupation is to review personal service, maintenance & travel vouchers submitted by state agencies, universities & colleges for accuracy, completeness & compliance with applicable reporting guidelines & extend totals prior to release for payment.

Note: Class series is reserved for use by Office of Budget & Management only.

**CLASS TITLE**

State Accountant Examiner

**CLASS NUMBER:**

66221

**EFFECTIVE DATE**

03/26/1990

**CLASS CONCEPT:**

The full performance level class works under general supervision & requires considerable knowledge of accounting & OBM's fiscal review procedures & process for examining personal service, maintenance & travel vouchers prior to release for payment in order to review vouchers, extend totals & determine disposition thereof.

<b>CLASS TITLE</b> State Accountant Examiner	<b>CLASS NUMBER:</b> 66221	<b>BARGAINING UNIT:</b> 09
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**EFFECTIVE DATE**

03/26/1990

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Reviews personal service, maintenance & travel vouchers from state agencies, universities & colleges for accuracy, completeness & compliance with applicable purchasing guidelines, OBM directives, pre-release procedures & other applicable laws & rules & extends totals prior to release for payment.

Checks vouchers off reports to ensure all vouchers are in batch; checks reports for outstanding vouchers & contacts agencies when necessary to verify information; logs items as directed.

Operates video display terminal to perform on-line CAS inquiries; prepares information received for manually kept or computerized records; maintains accounts, records & files.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of accounting or bookkeeping; OBM's fiscal review procedures & process relative to processing personal service, maintenance & travel vouchers prior to payment\*; Central Accounting System\*. Skill in use of calculator/adding machine, video display terminal for CAS operations & photocopier\*. Ability to understand system of procedures & apply principles to solve practical problems; check pairs of items that are similar or dissimilar; gather, collate & classify information about data, people or things; handle routine business inquiries with government personnel.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

12 mos. trg. or 12 mos. exp. in bookkeeping, auditing or accounting.

-Or alternative, equivalent evidence of the Major Worker Characteristics noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.