Assist in the preparation of the State's financial statements in accordance with generally accepted accounting principles (GAAP), as reported in the Comprehensive Annual Financial Report (CAFR). Review, analyze, track and compile GAAP-based financial information for various funds and agencies of the State with moderately complex financial activity. Design and maintain computer applications to convert the State's budgetary basis reporting system to GAAP. Analyze transactions processed on the State's central accounting system for propriety. Apply internal controls to ensure reliability of processes. Research accounting issues that arise in the preparation of the CAFR and prepare recommendations. Participate in special projects assigned by the State Controller.

35% A. Compile and review data for financial statements and accompanying footnotes of the General Fund and individual funds with a moderate level of complexity, to be presented in the CAFR.

A1. Develop, from the State's central accounting system, GAAP fund trial balances and information to be included in the financial reporting packages distributed to State agencies for use in preparing financial information and statements for the CAFR.

A2. Conduct desk reviews of GAAP conversion data submitted by agencies, applying professional accounting theories and principles and a knowledge of the State's central accounting system. Identify and follow up on problem or potential issues identified during the reviews.

A3. Assist in compiling data for various funds as reported in the financial statements, for the government-wide financial statements, and for the accompanying footnotes included in the CAFR.

A4. Assist in preparing certain sections of the CAFR as assigned (financial section, footnote disclosures, statistical section schedules, introductory section, etc.).

A5. Apply internal controls to tasks to ensure reliability of processes and accuracy of information.

35% B. Assist Financial Reporting Section staff accountants in the design, implementation and maintenance of systems and procedures to convert the state's statutory basis of financial accounting to a GAAP basis of financial reporting.

B1. Assist in analyzing accounting and reporting practices implemented by State agencies to determine changes need to conform with GAAP. Prepare recommendations for procedural changes or for improvements to internal controls.

B2. Perform preliminary research on accounting issues identified during the GAAP conversion process.

B3. Analyze and interpret the application of pronouncements promulgated by the Governmental *Accounting Standards Board*, the *Financial Accounting Standards Board*, and the *American Institute of Certified Public Accountants* in relation to the State's financial practices and reporting.

B4. Assist in updating sections of the State *GAAP Conversion Policies and Procedures Manual* that provides guidance to State agency staff in the conversion process.

B5. Design and maintain tracking systems and computer files for the GAAP conversion process.

B6. Perform reconciliations of moderately complex accounts to meet statement or note disclosure reporting requirements.

10% C. Provide technical assistance to State agency chief accountants and their staff on the annual GAAP conversion process.

C1. Provide one-on-one technical assistance to State agency chief accountants and their staff on specific procedures applicable to the agency.

C2. Serve as a financial consultant by answering technical questions posed by State agency accountants regarding various accounting and procedural issues.

10% D. Perform special analysis, reviews, and research.

D1. Analyze transactions that are processed on the State's central accounting system to ensure their propriety.

D2. Perform research regarding various accounting or finance-related issues.

10% E. Perform other duties as assigned.

E1. Maintain technical proficiency in accounting principles and practices through seminars, workshops, in-house, or self-directed training.

E2. Maintain technical proficiency in computer applications and systems through seminars, workshops, in-house, or self-directed training.

E3. Perform other duties as assigned by the State Controller or supervisor.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of and ability to apply generally accepted accounting principles (GAAP).
- Ability to identify, establish and maintain effective internal controls within financial reporting processes.
- Knowledge of, and ability to proficiently use, complex personal computer applications including databases, spreadsheets, word processing, and e-mail.
- Ability to strategically organize large amounts of information in multiple formats.
- Applied knowledge of data processing principles and practices.
- Ability to prioritize and complete multiple tasks in a timely manner.
- Ability to effectively communicate technical information and practical guidance in oral and written formats.
- Ability to establish and maintain effective working relationships with other professionals internal and external to the organization.

TRAINING AND EXPERIENCE

Graduation from an accredited college or university with an undergraduate degree, or equivalent, in accounting and two years of accounting experience. Experience in governmental accounting or auditing are preferred.