



## ACCOUNTING JOB FAMILY

### CAREER PATH

Positions in this family examine, analyze, process, report on, and interpret accounting and other financial records. The jobs in this family install or advise on systems for recording costs or other financial and budgetary data, and analyze and ensure compliance with applicable rules, laws, and regulations. Jobs may also carry out collections-related activities.

#### Typical functions

The functions within this job family will vary by level, but may include the following:

- ❖ Calculate, record, and maintain accounting information.
- ❖ Review documents to determine completeness, accuracy, and proper authorizations.
- ❖ Resolve or assist in resolving financial discrepancies.
- ❖ Process payroll, accounts receivable/payable, travel expenses, and/or collections.

Positions allocated to this series may perform the duties described, or specialize in areas of budgets or benefits. The work assigned to positions in this series ranges from maintaining routine accounting information to directing and managing all finance and accounting functions for a large, complex agency.

#### Accounts Assistant

**Pay grade: 18**

This vocational position is accountable for maintaining specialized accounting record systems including resolving errors, balancing accounts and records, and preparing reports. Employees perform routine analysis, research and resolve problems, provide financial information, and also help accounting staff solve technical issues. Tasks may include producing routine financial reports using established formats and precedents. At this level, employees monitor and provide information about a variety of fiscal areas (e.g. grants, budgets, benefits, etc.) and analyze transactions to determine if complex accounting entries are accurate. Employees are also accountable for reviewing and processing complicated or contested transactions (e.g. payroll, accounts receivable/payable, travel expenses, collections, etc.).

**Minimum Requirements** *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

High school diploma or equivalent.



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#### **Accounts Supervisor**

**Pay grade: 23**

This is a supervisory position that participates in and oversees the work of vocational level accounting staff. At this level, employees also manage processes or programs within a small section (e.g. invoicing), including the development, evaluation, and revision of accounting policies and procedures to meet required rules. Employee supervision includes hire recommendations, training, planning, and assigning work, performance assessment, coaching, and progressive discipline. Supervision at this level also requires employees to have the knowledge and skills to perform and review the work overseen.

**Minimum Requirements** *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Bachelor's degree from an accredited institution.

#### **Accountant**

**Pay grade: 29**

This professional position is accountable for performing advanced professional accounting work that is wide in scope and complexity. Employees at this level apply advanced accounting and financial theory to develop and implement statewide accounting policies, procedures, and systems, to include analysis and interpretation of financial information and data in accordance with general and government accounting practices and principles. Accountants ensure integrity, accuracy, and control of data and fund expenditures. Work at this level requires working under the guidance of statewide accounting policies and includes uniquely complex issues with many unknowns, and significant risk to the State.

**Minimum Requirements** *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Bachelor's degree from an accredited institution and two years of relevant experience.

#### **Accountant Supervisor**

**Pay grade: 34**

This is a supervisory/managerial position accountable for overseeing the work of professional-level accounting staff. Accountant Supervisors are accountable for formulating fiscal policies and operating procedures to concur with laws, rules, and regulations as well as Government Accounting Standards Board (GASB). Employees at this level administer accounting programs



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and may prepare budgets or participate in the budget process for the agency or department by providing data to the executive team. Employees are accountable for receiving and resolving questions and problems presented by business partners, federal government agencies, local governments, state agencies, executive staff, and other employees.

**Minimum Requirements** *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Bachelor's degree from an accredited institution and four years of relevant experience.

### **Division Assistant Director**

**Pay grade: 30**

This is a managerial position responsible for directing and managing finance and accounting functions for a large, complex agency. Employees are accountable for formulating fiscal policies and operating procedures to concur with laws, rules, and regulations as well as Government Accounting Standards Board (GASB). At this level, employees administer programs and/or prepare agency budget in cooperation with agency executive team. Employees at this level receive and resolve questions and problems presented by business partners, federal government agencies, local governments, state agencies, executive staff, and other employees.

Responsibilities also include supporting the Division Director in making executive level decisions, strategic planning, and working on project teams both within designated program areas and other accounting program areas toward the end of enhancing statewide programs. Supervises both professional and lower-level positions.

**Minimum Requirements** *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Bachelor's degree from an accredited institution and seven years of relevant experience. Two of the years of relevant experience must be in a supervisory or lead worker role responsible for training, mentoring, and developing junior staff.

### **ADDITIONAL INFORMATION**

Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an



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extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

Once a job offer has been made, employment with the Missouri State Highway Patrol is contingent upon the successful results of a background investigation and Patrol administered drug test. The Missouri State Highway Patrol is a Drug Free Workplace.

Employees must be a United States Citizen, or a legal resident of a country participating in the Visa Waiver Program (VWP).

**EEO STATEMENT:** The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, age, national origin, veteran status, ancestry, sexual orientation, or disability.

Click [HERE](#) to view our employee benefits.

To be eligible for employment with the Patrol, applicants must meet all dress and appearance requirements. Click [HERE](#) for more details about dress and appearance requirements.

**Effective:** 04/30/2024

**Reviewed:** 04/30/2024

**Revised:** --