

Spec. Code: 0035
Occ. Area: 02
Work Area: 350
Prob. Period: 6 mo.
Prom Line: None
Effective Date: 01/31/75

ACCOUNTANT-STATISTICIAN

Function of Job

Under direction, plans, directs, and supervises methods for obtaining basic accounting/statistical data; for determining character and volume of information necessary for solution of accounting/statistical problems; and for presenting findings in the form of charts, graphs, diagrams, statistical tables, and written summaries which analyze and evaluate conclusions.

Characteristic Duties and Responsibilities

1. supervises and participates in checking of information and data for accuracy and completeness
2. supervises preparation of numerical and non-numerical materials for treatment with data processing equipment
3. effects improvements of accounting/statistical records, reports, and procedures
4. applies the techniques of accounting in determining unit costs and develops new accounting procedures for major institutional functions, such as instruction and payroll analysis
5. interprets accounting records, such as budgets, accounting reports, reconciliations, and records
6. analyzes, summarizes, and interprets accounting/statistical data using graphs and tables
7. originates and plans accounting/statistical studies and research
8. supervises other employees as assigned
9. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Three years of progressively responsible experience which must have provided a basic knowledge of generally accepted principles, theory, practices of accounting, and statistics and of their application to accounting and statistical problems and must have been of such scope, level, and qualify as to assure the applicant's overall ability to undertake the planning, direction,

and supervision of methods for obtaining and presenting basic accounting and statistical data. Such experience must be evaluated on the basis of its comparability to normal academic professional accounting and statistical curricula, taking into account the relationship of the experience to the content of the courses of normal accounting and statistics curricula

or

university graduation in a business curriculum with a minimum of 12 semester hours in accounting and one course in elementary statistics

- 2. one year of experience involving automated accounting systems

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

None

Note: In substituting experience for education as provided above, it is recommended that in order to insure consistent application of these standards, the evaluation and verification of an applicant's experience be accomplished through the cooperative efforts of an experienced accountant/statistician and the personnel department in a manner which will preserve the applicant's anonymity