

**DEPARTMENT OF EDUCATION
STATE OF HAWAII**

ACCOUNTING OPERATIONS SPECIALIST III, EO-08

DUTIES SUMMARY:

Has program responsibility for planning, developing, implementing, and evaluating payroll control and services, leave and accounting services, vendor payment control and services, property inventory accounting and vouchering services; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This class differs from the Fiscal Specialist II in that the Accounting Operations Specialist III has program responsibility in providing statewide operational specialized services within the field of business management, including supervision of a staff of professional and clerical personnel; whereas the Fiscal Specialist II performs the full range of the most difficult and complex assignments in specialized business areas and may supervise a staff of professional and clerical personnel under the general administrative/technical supervision of the Fiscal Specialist III.

Positions in this class are afforded independence in planning, organizing, and carrying assignments. Special assignments at this level are usually given with a statement of objectives and limits, if any, of the assignment; suggested overall plan of work; and the nature of results expected. Positions work with independence in determining overall work methods, criteria and techniques to be applied. Completed work is reviewed for overall technical adequacy and conformance with the objectives of the assignment.

EXAMPLES OF DUTIES:

1. Plans, organizes, coordinates and directs the activities of the program.
2. Directs and conducts the study, analysis, and evaluation of the procedures, methods, and systems and makes improvements to meet the organizational objectives.
3. Develops and/or updates the procedures in the office for improvements, to meet current needs and/or simplification.
4. Coordinates needs, evaluating personnel performances, identifying work problems and by making major work assignments.
5. Coordinates the organization's work activities between inter-and intra-departmental organizations.
6. Provides technical and consultative services to State and complex area personnel in the areas of payroll, voucher, inventory, leave accounting and related services.

7. Administers the personnel utilization activity by determining staffing.
8. Performs other related duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS (MQRs):

Education: Graduation from an accredited college or university with a bachelor's degree in business administration with a major in accounting, or with a major in any other field of business administration which included at least twelve (12) semester hours of credit in accounting courses; **AND**

Experience: Seven (7) years of responsible professional work experience in accounting, auditing or budgeting of which three (3) years shall have been in an education program, agency or system; **OR**

Any equivalent combination of education and experience which provides the following knowledge, abilities, and skills:

1. **Knowledge of:** Financial and management accounting; government accounting; business statistics; computer-based information systems; laws, rules regulations and administrative procedures pertinent to the area(s) of assignment; principles and practices of supervision.
2. **Ability to:** Plan, organize and oversee payroll, vouchering, inventory management, leave accounting and mail service operations; communicate effectively with others both orally and in writing; coordinate operations with central agency and other departmental business management functions and complex area and school operations; operate computer, and other office machines.

RECOMMENDED EQUIVALENCIES FOR EDUCATION:

1. Bachelor's degree from an accredited college of university **PLUS** two (2) years of professional work experience which involved responsibility in accounting, auditing, or budgeting, or cumulative equivalent experience; **OR**
2. Completion of the Cohort Program (or earlier versions of the Department of Education's school administration training program) and twelve (12) semester hours of credit in accounting or equivalent Department-approved training; **OR**
3. Five (5) years of experience in any of the DOE Budget Specialist, DOE Accounting Operations Specialist, or DOE Reprographic Accounting and Distribution Specialist classes.

RECOMMENDED EQUIVALENCIES FOR EXPERIENCE:

1. Two (2) years of professional work experience which involved responsibility for accounting, auditing, or budgeting, or cumulative equivalent experience, **PLUS** two (2) years of experience in the DOE Fiscal Specialist or DOE Budget Specialist classes; meets four (4) of the seven (7) required years of experience; **OR**
2. A Master's degree in business administration from an accredited college or university

- PLUS** two (2) years of experience in the DOE Fiscal Specialist or DOE Budget Specialist classes; meets four (4) of the seven (7) required years of experience; **OR**
3. Five (5) years of experience as a 12-month education officer, school principal, or vice-principal **PLUS** two (2) years of experience in the DOE Fiscal Specialist I class or DOE Budget Specialist I class; meets four (4) of the seven (7) required years of experience.