Title  EOC Accountant

Title Code  04866  Annual (Full-Time)

FLSA Status  Non-Exempt

Date Issued  April 2, 2007

General Duties and Responsibilities

Performs professional work in the field of accounting or auditing at an Educational Opportunity Center (EOC), coordinates accounting activities, and may supervise employees engaged in accounting activities. Work may be performed utilizing computer and related technologies.

There are two Assignment Levels for this position (1 and 1-A). All personnel perform related work. This specification describes typical assignments for this position; related duties may be assigned as needed.

Qualification Requirements

ASSIGNMENT LEVEL

LEVEL 1  A baccalaureate degree from an accredited institution, including or supplemented by at least eighteen (18) college credits in accounting, and at least six (6) credits in data processing, computer science, banking, economics, statistics, or similar courses.

Demonstrated English language proficiency, including the ability to speak, read, write, and understand English well enough to meet minimally acceptable performance standards set for job tasks.

LEVEL 1-A  Five years full-time service as an EOC Accountant.

Direct Lines of Promotion

From:  EOC Accounting Assistant (04867)  To:  None
General Work Tasks

**Assignment Level 1**
Under close supervision, performs entry-level professional work in the field of accounting, including assisting in the following:

- Maintaining general and special books of accounts
- Posting accounting entries
- Preparing trial balances, bank reconciliations, and similar
- Establishing and maintaining codes for funds and reserves
- Allocating costs and charges
- Classifying revenues and expenditures.

**Assignment Level 1-A**
This assignment level is only for EOC Accountants who have five years of full-time service as an EOC Accountant, Level 1.