

ACCOUNTING

I. IDENTIFYING INFORMATION

Title: Accounting Program Associate
Department of: Accounting and General Services
Division of: State Foundation on Culture and the Arts
Branch of: Support Services Staff
Geographic Location: Honolulu, Hawaii

II. INTRODUCTION

The State Foundation on Culture and the Arts (SFCA) is Hawaii's official state arts agency attached to the Department of Accounting and General Services (DAGS) for administrative purposes.

This position supports the SFCA's accounting functions and is located under the Support Services Staff. It is responsible for maintaining a complete and complex governmental accounting system that includes control accounts under the Visual and Performing Arts program, Folk Arts program, History and Humanities program, and the Art in Public Places program; the continuing revision and maintenance of the accounting system for all general, federal, special, trust and CIP funds involving two separate accounting segments for the Visual and Performing Arts and the Art in Public Places programs; maintaining a complete inventory of SFCA properties in a General Fixed Assets Account Group sub-system and reconciling all SFCA accounts with records maintained by the Fiscal Office and the Accounting Division of DAGS; preparing quarterly reports; preparing financial information for annual reports; initiating all accounting transactions and documents; preparing journal vouchers; reconciling accounts in accordance with terms of the various contracts; maintaining financial control of grants received and awarded to assure contract compliance.

III. MAJOR DUTIES AND RESPONSIBILITIES

A. Budgetary Control Accounts Management

Maintains or coordinates maintenance of all SFCA budgetary control accounts under two major segments of the overall accounting system. In the Visual and Performing Arts segment, records and controls financial transactions, such transactions including operating appropriations and allotment, cash receipts, vouchered expenditures, and other journal voucher transactions. Updates and maintains vendor code listing for agency. In the Art in Public Places segment, records and controls appropriations and allotment, contract expenditures, and other complex transactions such as CIP transfers and bond fund lapses. Analyzes each CIP contract of the program to understand the terms and conditions of each sufficiently for proper classification and reflection of the obligation in encumbrance accounts, and

monitors payments according to the completion of project phases as stipulated in the contract. For both segments of the budgetary control accounts, maintains current balances for cash and available allotment, and reconciles, at least monthly, the budgetary control accounts with the summary accounts of the Fiscal Office and the Accounting Division of DAGS.

B. Maintenance of SFCA Accounting System

From a continuing evaluation of financial information needs, maintains the overall SFCA accounting system by making modifications that meet the identified financial information requirements. (The accounting system of SFCA, for conformity with generally accepted accounting principles applicable to governmental organizations, is required to encompass several major accounting entities, including a General Fund, Special Revenue Funds, Capital Projects Funds, Trust and Agency Funds, and a General Fixed Assets Account Group.) Identifies specific SFCA financial information requirements, designs features of the SFCA accounting system to accommodate the information requirements, develops and implements the designed revisions, either performs or coordinates performance of the various accounting activities involved in the system as revised, and periodically evaluates the system result to assure it conforms to the identified financial information requirements [1][3].

C. Prepares Financial Statements

Prepares quarterly financial statements covering the status of all appropriations and allotments under the Visual and Performing Arts program and the Art in Public Places program. Assists the Administrative Services Officer by preparing financial information for annual reports to the National Endowment for the Arts on grants-in-aid and purchase of service projects, requiring fiscal data on the various accounts and projects. Compiles and analyzes fiscal data to evaluate the operational effectiveness of the program. Assists in the preparation of budget estimates by compiling accurate financial data on financial history [1][3].

D. Preparation of Accounting Transactions

Prepares all accounting transactions and documents, including request for allotment, treasury deposit receipts, purchase orders, payment coding input and contract input forms, journal vouchers and summary warrant vouchers. Compares, verifies, and reconciles transactions and documents for expenditures and encumbrances in accordance with the terms of the various contracts. Reviews and verifies transactions and documents for

any errors, discrepancies, or omissions; reconciles accounts as necessary by conducting research into current accounts, previous reports, source documents, etc., to identify significant changes and the causes of the changes; and prepares worksheets or reports of the review examination made, the discrepancies noted, and the corrective transactions required to adjust accounts, transfer funds between accounts, or transfer federal funds from one fiscal year to another [1].

E. Develops Financial Projections

Advises and consults with the SFCA Administrative Services Assistant on financial aspects of SFCA operations for the purpose of furthering program goals and objectives. Translates program operating needs into financial terms that can be incorporated in the accounting and reporting system. Formulates financial projections in line with both short-term and long-term program plans approved by SFCA management, and makes periodic comparative reports on conformity to and deviations from the financial projections. Keeps SFCA management currently informed on funding realizations and unanticipated revenue shortfalls, so as to maximize program utilization of net available resources.

IV. CONTROLS EXERCISED OVER THE WORK

A. Nature of Supervisory Control Exercised Over the Work

This position works under the supervision of the Executive Director

B. Nature of Available Guidelines Controlling the Work

The subject position receives guidance from generally accepted Accounting principles; the DAGS Accounting manual; fiscal policies and procedures established by DAGS and Budget and Finance; and SFCA policies and procedures.

V. REQUIRED LICENSES, CERTIFICATES, ETC.:

None