

Minimum Qualification Specifications
for the Class:

RETIREMENT SYSTEM ACCOUNTING MANAGER
(RETIREMENT SYS ACCOUNTING MGR)

Prerequisite Knowledge and Abilities Required:

Knowledge of: Principles and practices of accounting and standards and techniques of auditing including the preparation of audit reports; the analysis and preparation of financial statements and exhibits; budget preparation methods and techniques; principles and strategies for investment of stocks, bonds, mortgages and real estate and the accounting of such investments including methods used in the recognition, measurement, valuation and presentation of assets, liabilities, equity accounts, revenue and expenses for such items as cash, marketable securities, real estate, investments, employee benefits, notes and bonds payable, distribution and retained earnings, treasury stock and other equity assets, revenues and gains, expenses and losses, earnings per share, etc; and principles and practices of supervision.

Ability to: Plan, organize, manage and direct the activities of an accounting and financial management program; supervise the work of others; prepare budget, operating and expenditure plans; record investment expenses and earnings and other sources of revenue; analyze and prepare reports of financial activities including results of investments; audit a variety of financial statements and identify discrepancies in earnings, receivables, various expenses, holdings and other assets, etc.; interpret and apply laws, rules and regulations; maintain cooperative working relationships with officials of public and private agencies.

Basic Education Requirement:

Graduation from an accredited four (4) year college or university with a bachelor's degree and specialization in accounting, finance, or a related field with at least 12 semester credit hours in accounting and/or auditing subjects. Excess work experience as described under the Experience Requirements below, or any other progressively responsible administrative, professional or analytical work experience which provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis except for the 12 semester

credit hours in accounting and/or auditing subjects. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements:

Except for the substitutions provided for elsewhere in this specification, applicants must have had progressively responsible experience of the kind and quality described in the paragraphs below:

General Experience: A total of three and one-half (3-1/2) years of responsible professional fiscal work experience. The experience must have demonstrated knowledge in three areas: 1) generally accepted accounting principles and practices; 2) auditing standards and techniques; and 3) principles and strategies of investments and the accounting of such investments as described above in the Prerequisite Knowledge and Abilities. Experience in these three areas may have been obtained separately or concurrently.

Of the three and one-half (3-1/2) years, a total of two (2) years must have reflected full performance work under general supervision in accounting and/or auditing.

Specialized Experience: One (1) year of responsible professional fiscal work experience which involved the independent resolution of highly complex fiscal problems in accounting and/or auditing using generally accepted accounting principles and practices and auditing standards and techniques.

Supervisory Experience: One (1) year of experience as an auditor-in-charge of financial audits or as a supervisory accountant which involved: 1) planning and directing the work of others; 2) assigning and reviewing the work; 3) advising them on difficult problem areas; 4) timing and scheduling their work; and 5) training and developing new employees.

Managerial Aptitude: Applicants must demonstrate the possession of managerial aptitude. Managerial aptitude will be considered to have been met through successful performance of, or substantial participation in, organizing, scheduling, and coordinating a group of activities in order to attain program

objectives within time, resource and budgetary limitations; interest in management demonstrated by the performance of work assignments in a manner which clearly indicates awareness of problems and the ability to solve them; completion of educational or training courses in the areas of management accompanied by the application of principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and managerial capabilities; and/or success in trial assignments to managerial and/or administrative tasks.

Non-Qualifying Experience: Experience in such positions as the following will not be accepted as qualifying professional experience: 1) bookkeeper or minor accounting or clerical positions; 2) accounting or bookkeeping machine operators; 3) such positions as those of office managers or owners of business who supervise accountants, auditors or bookkeepers, but do not participate in the accounting or auditing work with responsibility for its technical adequacy; 4) positions concerned with taxation matters not requiring the application of generally accepted accounting and auditing principles; 5) positions involved only in the sale of investments; and 6) positions concerned with investments not requiring professional accounting or auditing of various types of investments such as stocks, bonds, mortgages or real estate, or not requiring the analysis of investment alternatives.

Substitutions Allowed:

Substitution of Experience and Education:

1. Possession of a bachelor's degree from an accredited college or university with a minimum of 24 semester credit hours in accounting subjects may be substituted for one-half (1/2) year of General Experience.
2. Possession of a master's degree in accounting or a master's degree with equivalent accounting course work from an accredited college or university may be substituted for one and one-half (1-1/2) years of General Experience.
3. Applicants who possess a valid Hawaii Certified Public Accountant (CPA) Certificate or equivalent, will be deemed to have met the Basic Education and all of the General Experience requirements.
4. Any combination of work experience and/or education in investments which provided the essential investment

knowledge and abilities described above, may be substituted for the investment aspects of the General Experience.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results

of the medical examination, and requires the approval of the Director.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

This is the first minimum qualification specification for the class RETIREMENT SYSTEM ACCOUNTING MANAGER (RETIREMENT SYS ACCOUNTING MGR).

DATE APPROVED: 6/21/96

/s/ Ann K. Kon
JAMES H. TAKUSHI
Department of Personnel Services