

# PROMOTIONAL PATHS

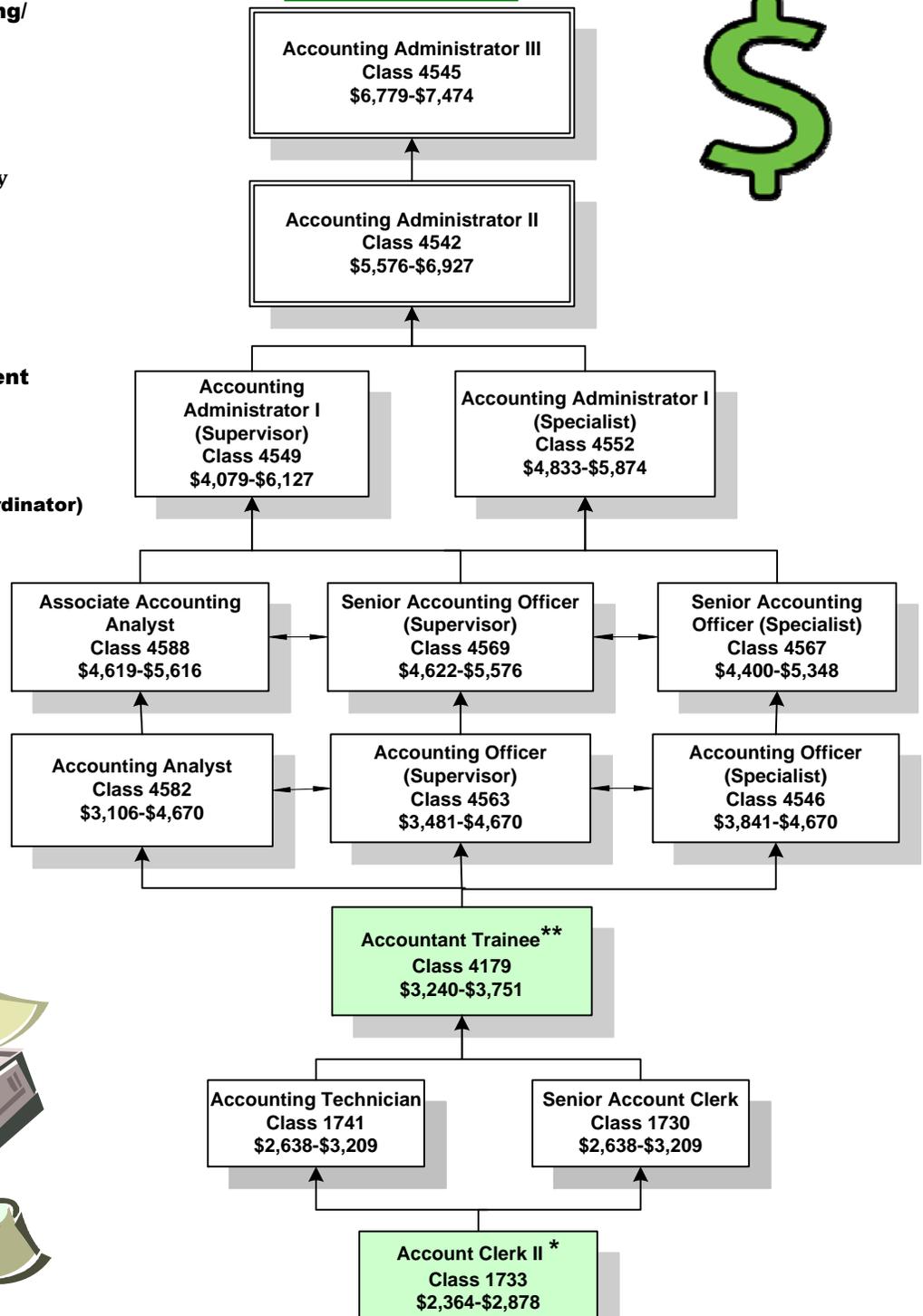
## ADMINISTRATION DIVISION (OFFICE OF FISCAL SERVICES)

### – ACCOUNTING FUNCTION –

### Accounting Functions

- ▶ **Departmental Financial Recordkeeping/ Reporting**
  - > Oversees \$1.1 billion budget
  - > Processes 30,000 invoices annually
  - > Captures costs for over 8,000 projects
  - > Provides full accounting services
    - ⇒ Purchasing, accounts receivable, monthly and annual financial reports
  
- ▶ **Service Revolving Fund Management**
  - > Payments-Disbursements-Receiveables
  
- ▶ **Capital Outlay Accounting Management**
  - > Capital Outlay Projects (Architecture Revolving Fund)
  
- ▶ **Purchasing Modules Procedures (coordinator)**
  
- ▶ **Contracted Fiscal Services**
  - (to State agencies and other entities)
  - > Full Accounting Services
    - ⇒ Payments, Receivables & Financial Recordkeeping
  - > Budgeting Services
    - ⇒ Galley Schedules, Drills & Projections
  - > Specialized Accounting Services
    - ⇒ Bond Accounting

### Function Classifications



\* Entry level (no education hours required)

\*\* Professional entry level (education hours required)

*Promotional paths are for informational purposes only and may vary depending on the level of education, experience and/or relevant eligibility criteria.*