



# JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

<b>Employee Name:</b>		
<b>Agency:</b> Department of Financial Institutions		<b>BU:</b> 00208
<b>Division:</b> Administration	<b>Section/District:</b> 059004	
<b>Job Title:</b> Personnel Assistant/Accountant		<b>Job Code:</b> 2WN3
<b>Working Title (if different from above):</b>		
<b>Reports To:</b> Deputy Director of Administration		
<b>FLSA Status:</b> <input type="checkbox"/> Non-Exempt (OT Eligible) <input checked="" type="checkbox"/> Exempt		<b>Effective Date :</b>

**Purpose of Position/Summary:**

The position is accountable for processing all payroll and personnel transactions and maintaining accurate records of these transactions. The position is also solely responsible for posting all Department financial transactions and ensuring the agency's financial statements are current and accurate.

**Essential Duties/Responsibilities:**

1. Develops and maintains all personnel and payroll records for the Department, including personnel files, AOS payroll forms, and provides orientation for new employees.
2. Collects all Department employee's attendance reports, reviews for accuracy according to State Personnel Department and Department Policies, enters information onto the Auditor's payroll disk and submits within the stated timeframes. Also submits Auditor's paper forms for changes in taxes, salary, address changes, etc....
3. Maintains a database of individual employee's salaries and fringe benefits.
4. Maintains a database of individual employee's accrued leave balances and reconciles to the AOS records. The database also tracks actual hours worked for each employee and family medical leave used for reporting to State Personnel.
5. Tracks professional staff's continuing education hours to ensure compliance with the minimum required hours necessary to maintain their certifications. This requires obtaining agendas from employees on the training classes attended and submission to the Conference of State Bank Supervisors for determination of approved education hours.
6. Preparing a quarterly personnel report within the established agency timeline. This report reflects all personnel activity including promotions, hirings, firings, certifications achieved, longevity by employee and division, and position vacancies.
7. Develops and maintains daily bookkeeping records, balance of funds, revenue and expenditure balances. Prepares and assists in interpreting various daily, monthly, quarterly, and annual financial reports for the Deputy Director.
8. Processes Department claim vouchers.
9. Interprets financial statements and spending trends and notifies the Deputy Director of Administration of potential shortfalls based on appropriated funds.
10. Reviews accounts to ensure availability of funds before encumbrances, tracks balances on personal service contracts and IT contractor contracts, and advises Deputy Director of Administration if account balance is not in agreement with State Auditor's Office.
11. Works with the Deputy Director of Administration and the Supervisor of Administration in the development of the biannual budget.

12. Provides administrative support to the Director, Deputy Director of Administration, and the Supervisor of Administration as needed.

**Job Requirements:**

Must have considerable knowledge of the State of Indiana's payroll and personnel policies and procedures as well as significant knowledge in the theories, principals, and practices of public accounting and budgeting and state policies and procedures. Must understand and be able to navigate within both the PeopleSoft HR module, the PeopleSoft Financial module, and the Department's SharePoint site. Should possess a thorough working knowledge of Department HR policies and procedures and serve as a resource to agency personnel on HR issues.

**Supervisory Responsibilities/Direct Reports:**

None

**Difficulty of Work:**

Guidelines consist of State and Department personnel policies and procedures and Auditor of State payroll policy and procedures. Accountant responsibilities rely upon generally accepted principals, procedures, and accounting theories, as well as State law, policy, and procedures pertaining to State governmental accounting. Incumbent must exercise judgment in interpreting the guidelines and applying based on specific situations.

**Responsibility:**

The Personnel Assistant/Accountant position has the responsibility for all HR related activity and maintenance of all HR related documentation, including payroll and tracking of professional staff training. The employee also has responsibility for financial data entry into the State's financial accounting system and advises the supervisor on the status and maintenance of all financial accounts. Supervision consists of general instructions unless unusual problems arise or problems having substantial impact on the agency.

**Personal Work Relationships:**

The incumbent works with all levels of agency personnel, other state agencies that deal in personnel related matters and/or financial management, and the general public. Due to the confidentiality of the position, the individual must use discretion when dealing with personnel issues.

**Physical Effort:**

Physical effort is considered light. Requires walking to the Treasurer's and Auditor of State's office from the main office on a daily basis.

**Working Conditions:**

The incumbent works at the main office of the agency. The main office is a professional office environment.