STATE OF INDIANA CLASSIFICATION SPECIFICATION	**Class Title:** Accountant 1		**Class Code:** 002RA1
	FLSA Status: Exempt	**Salary Schedule:** Pat 1	**Effective Date:**
	Summary Incumbent is responsible for the total accounting/bookkeeping operation of a state agency. Incumbent acts as accounting liaison between the agency and its subdivisions and/or institutions		

Duties:

- Advises the appointing authority and/or controller on the status of all accounts;
- Develops policies and procedures for general accounting and bookkeeping;
- Oversees usage of the computerized accounting system;
- Establishes work methods and control measures for accounting/bookkeeping functions;
- Certifies the accuracy of the agency's financial records and accounts;
- Supervises the accurate maintenance of agency accounts, ledgers and books;
- Reviews the preparation of accounting and financial reports and statements;
- Reviews reports for grant reconciliation for grant funded accounts;
- Controls the flow of appropriated funds for all accounts within the agency;
- Directs program staff in accounting matters relating to specific program funding;
- Serves as liaison between the agency and the federal government, other funding sources and state and federal audit representatives;
- Reconciles complex discrepancies between accounts;
- Assists controller in budget preparation;
- Supervises lower accountants and account clerks;
- Performs related duties as required;

Job Requirements:

- Thorough knowledge of the theories, principles and practices of public accounting and auditing;
- Extensive knowledge of federal and state laws, policies and procedures as they pertain to accounting and bookkeeping;
- Extensive knowledge of agency organization, function and purpose;
- Specialized knowledge of automated accounting systems;
- Ability to prepare budgets;
- Ability to direct the preparation and interpretation of complex financial statements and reports;
- Ability to analyze and solve complex accounting problems;
- Ability to develop new, or modify existing, accounting procedures and methods;
- Ability to coordinate workflow of subordinate employees.
- Ability to effectively communicate, both orally and in writing.

Difficulty of Work:

Incumbent makes significant recommendations and decisions in directing and managing, through subordinate personnel, the accounting and bookkeeping functions of the agency. General objectives and boundaries are planned with the Controller and/or Appointing Authority. Work is reviewed for impact on, and consistency with, agency goals and objectives.

Responsibility:

Incumbent makes significant recommendations and decisions in directing and managing, through subordinate personnel, the accounting and bookkeeping functions of the agency. General objectives and boundaries are planned with the Controller and/or Appointing Authority. Work is reviewed for impact on, and consistency with, agency goals and objectives.

Personal Work Relationships:
Incumbent works with central agency personnel, personnel in the agency's subdivisions and/or institutions and other agencies for the purpose of solving and discussing non- routine problems