

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Accountant 2		Class Code: 002RA2
	FLSA Status: Exempt	Salary Schedule: PAT 2	Effective Date: 6-27-14
	Summary The incumbent is responsible for the administration of several funding accounts or a significant fiscal function in a major state agency including maintenance of records, control of appropriated funds and an accurate, timely and complete accounting of assigned accounts.		

Duties:

- Advises the controller or supervisor on the status of assigned accounts;
- Assists in the development of general policies for a fiscal program;
- Prepares or supervises the preparation of accounting records and financial reports and statements;
- Assists management in the preparation of agency or program area budget requests;
- Reconciles complex discrepancies between accounts and notifies the appropriate department or supervisor of errors;
- Prepares reports for reconciliation of grant funded accounts;
- Analyzes and interprets financial statements and reports;
- Serves as liaison between agency and the federal government or other funding source for assigned account;
- Coordinates computerized accounting system within assigned area;
- Certifies the accuracy of financial records and accounts;
- Controls the flow of appropriated funds;
- Directs the work of lower-level accountants and account clerks assisting in complex or unusual situations;
- Interacts with state and federal auditors;
- Assists the controller in budget preparation;
- Performs related duties as required.

Job Requirements:

- Extensive knowledge of the theories, principles and practices of governmental accounting, budgeting and auditing;
- Extensive knowledge of fund accounting and grant reconciliation;
- Extensive knowledge of agency organization and function;
- Extensive knowledge of federal and state accounting and bookkeeping laws, policies and procedures;
- Specialized knowledge of the state government organization and function;
- Specialized knowledge of automated accounting systems;
- Ability to solve complex accounting methods and procedures to meet agency needs;
- Ability to prepare budgets;
- Ability to develop effective work relationships;
- Ability to prepare and interpret complex financial statements and reports;
- Ability to reconcile discrepancies between accounts;
- Effectively communicate, both orally and in writing.

Difficulty of Work:

Guidelines consist of generally applicable principles and theories of accounting as well as federal and state laws and policies and procedures as they apply to governmental accounting and bookkeeping. The incumbent must use judgment in selecting and applying guidelines consistently to difficult and different accounting problems such as those presented by large accounts, jointly funded accounts, grant funded accounts and multiple budgets. Incumbent must be able to identify problems regarding accounts and develop a method for resolution within a reasonable time.

Responsibility:

The incumbent is responsible for any accuracy and timely reporting of the accounts and assigned programs. Supervision is limited to the establishment of general objectives and periodical review for conformance with established guidelines. Technical guidance is not needed.

Personal Work Relationships:

The incumbent works with agency personnel and personnel in other agencies for the purpose of solving problems. The incumbent works with personnel in federal agencies in order to give and receive information on accounting matters