

 <p><b>STATE OF INDIANA</b> CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> Accountant 3		<b>Class Code:</b> 002RA3
	<b>FLSA Status:</b> Exempt	<b>Salary Schedule:</b> PAT 3	<b>Effective Date:</b> 10-6-14
	<b>Summary</b> Incumbent is responsible for the general accounting functions for a state agency.		

**Duties:**

- Advises the supervisor of the status of all accounts;
- Assists management in the preparation of agency or program area budget requests;
- Develops and recommends implementation of new accounting methods and procedures pertaining to the incumbents area of responsibility;
- Advises program staff on accounting matters relating to specific program funding;
- Assists in the development and maintenance of general policies for a fiscal program;
- Directs the work of lower-level accountants or account clerks;
- Coordinates use of the computerized accounting system for the program area;
- Certifies the accuracy of financial records and accounts;
- Analyzes and interprets financial statements and reports;
- Controls the flow of appropriated funds;
- Reconciles complex discrepancies between accounts;
- Interacts with, and responds to, state and federal audit representatives;
- Makes necessary adjustments to close books;
- Performs related duties as required.

**Job Requirements:**

- Considerable knowledge of the theories, principles and practices of public accounting, budgeting and auditing;
- Considerable knowledge of federal and state accounting and bookkeeping laws, policies and procedures;
- Specialized knowledge of agency organization and function;
- Specialized knowledge of automated accounting systems;
- Effectively communicate, both orally and in writing;
- Ability to solve relatively complex accounting and budgeting problems;
- Ability to develop accounting methods and procedures to meet agency needs;
- Ability to assist in budget preparation;
- Ability to prepare and interpret financial statements and reports;
- Ability to reconcile discrepancies in accounts;
- Ability to develop effective work relationships;
- Ability to coordinate work of subordinate employees;
- Effectively communicate, both orally and in writing.

**Difficulty of Work:**

Guidelines consist of generally accepted principles, procedures and theories of accounting as well as federal and state laws, policies and procedures pertaining to governmental accounting and bookkeeping. Incumbent must exercise judgment in interpreting the guidelines and applying or adapting them to difficult situations and problems of agency and program funding. Incumbent must be able to identify problems regarding complex accounts and satisfactorily resolve within a reasonable time.

**Responsibility:**

The incumbent advises the supervisor or high-level management on the status and maintenance of all accounts in the incumbent's area of responsibility. Supervision usually consists of general instructions. Unusual problems or problems having substantial impact are discussed at the discretion of the incumbent. Work is usually reviewed by the supervisor for soundness of judgment and consistency with overall agency policy.

**Personal Work Relationships:**

The incumbent works with agency personnel and other agencies including state and federal government units for the purpose of explaining and interpreting policies and procedures, responding to questions, assisting in problem resolution and maintaining coordination.