

 <p><b>STATE OF INDIANA</b> CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> Accountant 5		<b>Class Code:</b> 002RA5
	<b>FLSA Status:</b> Non-Exempt	<b>Salary Schedule:</b> PAT 5	<b>Effective Date:</b> 10-6-14
	<b>Summary</b> Incumbent is responsible for maintaining financial records and accounts for a state agency.		

**Duties:**

- Posts transactions to appropriate ledgers and accounts;
- Verifies accuracy of all financial documents and records;
- Reconciles accounts and subsidiary ledgers with the general ledger;
- Prepares, corrects and adjusts entries prior to closing accounts;
- Prepares periodic financial reports such as balance sheets and income statements;
- Ensures availability of funds before authorizing payment or submitting vouchers for payment to the State Auditor's Office for approval;
- Prepares, edits and verifies electronic data processing entries and documents;
- Recommends changes in accounting policies and assists in developing accounting procedures;
- Directs the work of one to three account clerks;
- Performs related duties as required.

**Job Requirements:**

- Specialized knowledge of the theories, principles and procedures of public accounting;
- Working knowledge of agency function and organization;
- Working knowledge of the federal and state laws, procedures, practices and policies of governmental accounting and bookkeeping;
- Working knowledge of automated accounting systems;
- Effectively communicate, both orally and in writing;
- Ability to solve standard accounting problems;
- Ability to evaluate and recommend modifications to existing accounting methods and procedures;
- Ability to accurately perform arithmetic calculations;
- Ability to supervise, delegate and coordinate activities of others;
- Ability to prepare clear, accurate and concise reports.

**Difficulty of Work:**

Incumbent works within principles and procedures of accounting and bookkeeping as well as state and federal regulations in performing relatively standardized tasks. Judgment is needed in selecting appropriate guidelines and procedures in completing tasks. Work is repetitive and restricted in scope, but involves several variables in the maintenance of ledgers, accounts and journals in accordance with agency and state policies.

**Responsibility:**

Incumbent receives general instructions from immediate supervisor and applies standardized procedures in accomplishing tasks. Unusual problems are discussed with supervisor. Work is reviewed for technical accuracy and conformance with accepted accounting practices and state, federal and agency guidelines and policies.

**Personal Work Relationships:**

Incumbent works with persons in the same agency and other state and federal agencies to maintain coordination and carry out agency policies.