

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Accountant 6		Class Code: 002RA6
	FLSA Status: Non-Exempt	Salary Schedule: PAT 6	Effective Date: 10-6-14
	Summary Incumbent is responsible for maintaining a limited number of routine accounts within a state agency		

Duties:

- Completes the program ledger posting system on a daily basis;
- Reconciles ledger posting transactions;
- Controls printing, signing and issuance of checks for specific accounts;
- Reviews and issues payment of requisitions for items such as gasoline purchases, medical bills, petty cash, utilities, travel, etc.;
- Ensures availability of funds before authorizing payment or submitting vouchers for payment to the State Auditor's Office;
- Verifies and edits entries to the computerized accounting system;
- Prepares, on a periodic basis, routine accounting and financial reports;
- Directs the work of lower level staff;
- Performs related duties as required.

Job Requirements:

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

Difficulty of Work:

Guidelines are well established and directly applicable to each case. The work is standardized and moderately supervised and judgment is used and decisions made within a limited scope of activity.

Responsibility:

Working under moderate supervision incumbent is responsible for a portion of the accounting for a program area. Tasks involve application of standardized state and agency policies, procedures and guidelines for a specific program area. Deviation from stated policy must be referred to the supervisor. Completed work is reviewed for technical accuracy and compliance with the laws, rules and regulations, and adherence to agency policy.

Personal Work Relationships:

The incumbent works with department personnel, State Auditor's Office and occasionally the public to exchange factual information.