

 <p><b>STATE OF INDIANA</b> CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> Accountant Supervisor 3		<b>Class Code:</b> 007RA3
	<b>FLSA Status:</b> Exempt	<b>Salary Schedule:</b> SAM PAT 3	<b>Effective Date:</b> 9-5-14
	<b>Summary</b> Incumbent oversees the daily processing of state agency payroll and accounting sections. This includes checking for accuracy of the supervised staff members, making sure the daily workflow is done in a timely manner, and making sure the deadlines are met.		

**Duties:**

- Oversee the payroll & accounts payable staff and manage their workflows and workloads within the finance department;
- Review the processes of accounts payable to ensure that all payments to vendors follow state/ federal accounting regulations;
- Review the work of the payroll staff to verify that all payable time reported is accurate and follows state/ federal accounting regulations;
- Formulates, interprets, compiles and disseminates all policies and procedures related to the program;
- Act as a technical consultant to the entire staff, clarifying and interpreting all procedures, providing reference and resolving disputed issues.
- Reconciling and balancing accounting and payroll records;
- Completes section performance appraisals;
- Performs related duties as required.

**Job Requirements:**

- Thorough knowledge of PeopleSoft Financials and Accounts Payable & Payroll modules;
- Considerable knowledge of Federal & State Regulations regarding GAAP Accounting, Federal & State Regulations regarding Payroll issues, PeopleSoft and Fair Labor Standards Act;
- Broad knowledge of Management, Accounting/ Bookkeeping, Business Writing for financial policies and procedures;
- Thorough understanding of agency goals & objectives;
- Ability to supervise and manage subordinate staff;
- Effectively communicate, both orally and in writing;
- Ability to train, supervise and coordinate the work of others.

**Difficulty of Work:**

Incumbent uses judgment to recommend appropriate methods and procedures to handle a wide range of accounting situations. Individual cases may involve multiple variables to be considered which could significantly affect possible outcomes of fiscal programs.

**Responsibility:**

This position is responsible for advising the Director 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. Work is usually reviewed by the Director for soundness of judgment and consistency with overall agency policy.

**Personal Work Relationships:**

Incumbent communicates with co-workers to verify/re-verify certain documents involved in decision making for accounting and payroll. Incumbent works with AP/ AR on payments and procurements on purchase orders. Incumbent communicates with the Auditor of State's Office, Treasurer's Office and GMIS in order to research payment issues in accounting and payroll. Incumbent communicates with the public in order to answer questions from vendors or to answer payroll questions.