

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Accountant Supervisor 6		Class Code: 007RA6
	FLSA Status: Exempt	Salary Schedule: SAM PAT 6	Effective Date: 9-5-14
	Summary Incumbent is responsible for the general accounting, bookkeeping, auditing and budgeting functions in the preparation and maintenance of state and federal financial records and accounts of a large program area. Incumbent is involved in the disbursal of funds and assists in the preparation and maintenance of a state agency's overall fiscal program		

Duties:

- Advises the Director 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; Advises program staff in 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;
- 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:

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 staff and co-workers for the purpose of coordinating general accounting functions.