

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

Accountant Supervisor

Definition

Under administrative direction, performs administrative and advanced professional accounting work and directs and supervises assigned accounting functions or financial process areas; performs related work as required.

The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

Work Examples

Supervises and evaluates the work of subordinates; recommends personnel actions related to selection, disciplinary procedures, performance, leaves, grievances, work schedules, and assignments; administers personnel policies and procedures.

Plans and directs the accounting functions of an agency, including general accounting for assets, liabilities, income, and expenses, and the preparation of related financial reports.

Develops and implements the accounting system to meet management needs, state requirements, and federal regulations.

Directs the compilation of financial data necessary for annual and other reports requested by department, other state, and federal officials; prepares special reports.

Represents the head fiscal or administrative office in a variety of interagency contacts, particularly in budgeting and fiscal reporting; confers with agency leaders on fiscal problems and interprets financial and accounting system policies and regulations.

Interprets and assures compliance with appropriate federal, state and departmental laws, rules and regulations and standards in the areas of budgeting, accounting and reporting.

Writes and disseminates written instruction manuals and procedures relating to accounting and related reporting.

Ensures that all accounting is performed in accordance with the prescribed accounting and administrative standards and regulations; controls the audit and authorization of monies paid.

Directs the work of subordinates engaged in the formulation and administration of the agency budget.

Directs the continuing financial audit of costs incurred under cost reimbursement contracts.

Competencies Required

Knowledge:

- Economics and Accounting – Economic and accounting principles and practices, the financial markets, banking, and the analysis and reporting of financial data.

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- Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
 - English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
 - Mathematics – Arithmetic, algebra, geometry, calculus, statistics, and their applications.
 - Administration and Management – Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Abilities:

- Law and Government – Understand and adhere to applicable laws, legal codes, administrative rules, and regulations.
- Written Expression – Communicate information and ideas in writing so others will understand.
- Written Comprehension – Read and understand information and ideas presented in writing.
- Speech Clarity – Speak clearly so others can understand.
- Speech Recognition – Identify and understand the speech of another person.
- Near Vision – See details at close range (within a few feet of observer).
- Oral Expression – Communicate information and ideas in speaking so others will understand.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions.
- Information Ordering – Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Problem Sensitivity – Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Skills:

- Active Listening – Giving full attention to what other people are saying, taking time to understand points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking – Using logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Management of Personnel Resources – Motivating, developing, and directing people as they work, identifying the best people for the job.
- Management of Financial Resources – Determining how money will be spent to get the work done, and accounting for these expenditures.
- Speaking – Talking to others to convey information effectively.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.

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- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
 - Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
 - Monitoring – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
 - Active Learning – Understanding implications of new information for both current and future problem solving and decision-making.
 - Coordination – Adjusting actions in relation to others’ actions.
 - Service Orientation – Actively looking for ways to help people.
 - Social Perceptiveness – Being aware of others’ reactions and understanding why they react as they do.

Minimum Qualification Requirements

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Graduation from an accredited four-year college or university with a degree in accounting, business administration, or finance, and experience equal to four years of full-time work in accounting, accounts examination or verification, budgeting, or closely-related fiscal work.
- 2) Eight years of full-time work experience in accounting, accounts examination or verification, budgeting, or closely-related fiscal work.
- 3) All of the following (a, b, and c):
 - a. Two years of full-time work experience in accounting, accounts examination or verification, budgeting, or closely-related fiscal work; and
 - b. A total of four years of education and/or full-time experience (as described in part a), where thirty semester hours of accredited college or university coursework in accounting, business administration, or finance equals one year of full-time experience; and
 - c. A total of two years of graduate-level education and/or full-time experience (as described in part a), where twenty-four semester hours of accredited graduate college or university coursework in accounting, business administration, or finance equals one year of full-time experience.
- 4) Possession of a Certified Public Accountant (CPA) certificate, and experience equal to three years of full-time work in accounting, accounts examination or verification, budgeting, or closely-related fiscal work.
- 5) Employees with current continuous experience in the state executive branch that includes one year of full-time experience as an Accountant Senior.

Effective date: 05/26 SA