

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE

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**ACCOUNTANT 4**

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**DEFINITION**

Under administrative direction, performs administrative and advanced professional accounting work in directing the management and maintenance of a major accounting and disbursing system; performs related work as required.

**The Work Examples and Competencies listed 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 a large state 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.

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

Insures 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 of professional accounting principles, theories, concepts and terms.

Knowledge of the programs of the department for which accounting services are provided.

Knowledge of the structure, policies and operating details of the accounting system or segment thereof for which responsible.

Knowledge of the basic trends and current developments in governmental accounting.

Ability to acquire knowledge of specialized procedures and subject matter encountered in specific assignments.

Ability to classify accounting transactions, maintain and reconcile accounts, close accounts and prepare reports and statements.

Ability to plan, organize, control and effectively supervise the work of subordinates.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy and cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, and group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

#### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Graduation from an accredited four year college or university with satisfactory completion of a minimum of twelve semester or equivalent hours in accounting coursework and four years of responsible experience in accounting, accounts examination or verification, budgeting or closely related fiscal experience with a governmental agency, public accounting firm or private industry; two years of which involved supervisory responsibility over a major functional accounting area similar in scope to that associated with an Accountant 3 with the State of Iowa;

OR

substituting one year of work experience in the above areas for each year of the minimum educational requirements (thirty semester or equivalent hours equals one year);

OR

any combination of qualifying post high school level education and experience which totals eight years; no substitution for the two years of major supervisory responsibilities;

OR

substituting graduate level coursework in accounting, business administration, or finance for each year of the required experience to a maximum of two years on the basis that satisfactory completion of 30 semester or equivalent hours of completed graduate level coursework is equivalent to one year of experience;

OR

Certified Public Accountants may qualify with three years of the required experience;

OR

employees with current continuous experience in the state classified service that includes the equivalent of twelve months of full-time experience as an Accountant 3 shall be considered as qualifying.

Effective Date: 07/11 BR