

Iowa Department of Administrative Services – Human Resources Enterprise  
Classification Series Guidelines

## Accountant Supervisor Series

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### Classes in the Series

<u>Class Code</u>	<u>Class Title</u>
00314	Accountant 3 (Supervisory)
00315	Accountant 4

### Series Concept

This series covers those supervisor positions that perform professional level operating and/or cost accounting work that requires the application of well-established accounting, principles, theories, concepts and practices to a wide variety of difficult problems.

### Class Distinctions

#### Accountant 3 (Supervisory)

Positions at this level supervise a major accounting system. Position incumbents at this level are not expected to be heavily involved in the day-to-day operational aspects, as found at the Accountant 2 level, but function more in an administrative/oversight capacity. This would include overseeing the compilations of financial records, formulating the overall operational procedures and developing modifications and revisions to the accounting system but not participating in the actual maintenance or updating of the financial entries.

#### Accountant 4

Administers and provides full supervision over professional and technical staff in a major accounting unit in a large multipurpose or multifunction agency having a large number and variety of programs that normally involve both state and federal funding and may have budgetary operations in agencies with several programs that require frequent changes and/or revisions.

*Effective date: 12/14 KF*