

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
ACCOUNTANT 2

DEFINITION

Performs duties from trainee to journey level professional accounting work of limited scope and character in one or more functional areas; 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

Maintains, and oversees the maintenance of general or subsidiary ledgers involving a major portion of an agency's fiscal activities.

Maintains, controls, and oversees the performance of balancing operations for a major portion of an agency's accounting system.

Prepares and/or oversees the preparation of fiscal statements and reports.

Undertakes special studies such as time, cost, or price determinations.

Oversees the preparation of payrolls, pre-auditing functions, and various other related accounting and clerical accounting activities.

Assists in developing, modifying and installing accounting systems.

Prepares analysis of expenditures and monthly report of operations, quarterly request for allotments, financial statements, schedules and statistical data.

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 instruct and advise employees in the operation of an accounting system, as required.

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 establish and maintain effective working relationships with employees, administrators and the public.

Displays high standards of ethical conduct by refraining from dishonest behavior.

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

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

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.
Fosters and facilitates cooperation, pride, trust, 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 a minimum of twelve semester hours (or its equivalent) in accounting, business administration or finance;

OR

substitution of work experience in the public or private sector which entailed accounting, auditing, budgeting, assessment or computation of taxes, or closely related financial functions (e.g., treasurer, comptroller, accountant, auditor, budget analyst, etc.) on a year-for-year basis for the required education (thirty semester or equivalent hours equal one year);

OR

substitution of successful completion of a post-high school vocational/technical, business college, or area community college curriculum in accounting which included concentrated course work equivalent to twenty semester hours (or more) in accounting for the required education;

OR

employees with current continuous experience in the state service that includes the equivalent of six months of full-time experience as an Accounting Technician 2 shall be considered as qualifying;

OR

employees with current continuous experience in the state service that includes the equivalent of eighteen months of full-time experience as an Accounting Technician 1 shall be considered as qualifying.

OR

employees with current continuous experience in the state classified service that includes the equivalent of twelve months as a Revenue Examiner 1 shall be considered as qualifying;

OR

employees with current continuous experience in the state service that includes the equivalent of twelve months as a Revenue Agent (must also have twelve semester or equivalent hours of post high school accounting course work) shall be considered as qualifying.

NOTE:

Travel may be required for positions in this class. Employees must arrange transportation to and from assigned work areas.

SPECIAL REQUIREMENT:

Some positions within the Department of Revenue require an applicant to have the ability to pass a background investigation conducted by the Department of Public Safety.

Effective Date: 07/11 BR