

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE

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## ACCOUNTANT 3

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### DEFINITION

Coordinates and maintains 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

Assists supervisor by instructing employees, answering questions and distributing, balancing and checking work; may make suggestions on appointments, promotions, performance and reassignments.

Directs and reviews the work of general and budgetary accounting, contracts and federal aid, payroll, auditing and/or principal fiscal units in a large agency; coordinates the operations of these units with other departmental and state activities.

Plans, directs, and/or participates in the maintenance of a specialized accounting system such as a large investment program or cost accounting system; directs preparation of periodic balances and reports, preparation and distribution of checks, and related activities.

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

Provides professional advice to others in the resolution of difficult accounting problems and answers inquiries from other departmental personnel concerning accounting procedures and policies.

Conducts studies and surveys of the agency accounting system; develops recommendations for modifications and revisions; directs the installation of accounting procedures and forms.

Maintains the program function of the state's centralized payroll and centralized accounting systems at the enterprise wide level of state government, including coordinating incoming data from the payroll and accounting systems of the other branches of state government.

Formulates and prepares operating and special program budgets, monitors expenditures and negotiates for approval of budgetary adjustments.

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 budgeting, accounting and reporting.

### 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.

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 college or university with twelve semester hours in accounting course work and experience equal to thirty months of responsible full-time work in accounting, accounts examination or verification, budgeting or closely related fiscal work with a governmental agency, public accounting firm, or private industry;

OR

an equivalent combination of education and experience substituting one year of the required experience for each year of the required education to a maximum of four years;

OR

an equivalent combination of education and experience substituting thirty semester hours of graduate level course work in accounting, business administration or finance for each year of the required experience to a maximum substitution of sixty hours;

OR

Certified Public Accountants will qualify with eighteen months of the required experience;

OR

employees with current continuous experience in the state executive branch that includes experience equal to nine months of full-time work. as an Accountant 2.

Effective Date: 08/09 DDF