

**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL**

ACCOUNTANT III

Position Code: K0153

DISTINGUISHING FEATURES OF THE CLASS

Under general direction, performs difficult and complex professional general accounting and auditing, internal auditing and/or budgetary planning work; performs difficult professional accounting work in maintaining general department funds or grants accounts and the examination and preparation of difficult and detailed financial statements and reports, in performing difficult internal audits, and/or in maintaining and analyzing complex budgetary control accounts of a large scope; may supervise and train a moderate-sized staff engaged in maintaining an accounting subsystem.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Performs complex and difficult accounting and auditing duties in maintaining a variety of complex funds or grants accounts or in supervising a moderate-sized staff of technical personnel engaged in maintaining an accounting subsystem; examines, prepares and reconciles complex financial statements and reports; reviews and analyzes accounting subsystems for conversion to computer processing; may train lower level professionals.
2. Performs complex advanced internal auditing work in analyzing, examining and verifying the accuracy and compliance to procedure of a wide variety of financial and accounting records; assists in the development and modification of the internal auditing program; recommends procedural changes as a result of audit findings; prepares comprehensive internal audit reports.
3. Independently performs difficult professional budgetary control and planning functions; responsible for the preparation of complex budgetary analysis reports for management usage and the maintenance of budgetary control accounts of a wide variety; may supervise clerical or technical staff engaged in such activities; prepares budgetary projections and proposals subsequent to expenditure analysis and assessment of program needs.
4. Performs other related duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years college with course work in accounting and business administration and two years of professional experience in accounting or a related field or any equivalent combination of training and experience.

ACCOUNTANT III (Continued)

Knowledge, Skills and Abilities

Requires extensive knowledge of laws, regulations and policies and governing the State accounting procedures.

Requires working knowledge of accounting and auditing procedures, methods and techniques.

Requires working knowledge of office procedures and standard office accounting equipment and machines.

Requires ability to analyze difficult and complex accounting records and reports.

Requires ability to review detailed accounting data and to make accurate and rapid numerical calculations.

Requires ability to prepare complex comprehensive accounting and auditing statements and reports.

Requires ability to identify non-compliance with law and established accounting procedures.

Requires ability to supervise and train subordinate technical staff.

Require willingness to travel and possession of a valid Illinois drivers' license as required by individual positions within the class.

Approved by the Secretary of State Merit Commission - October 11, 1977

Effective - October 16, 1977

EXAMINATION INFORMATION

Tests and Weights: Education and Experience, 100%

Length and Eligibility: 1 year