

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

**ACCOUNTANT IV**

**Position Code: K0154**

**DISTINGUISHING FEATURES OF THE CLASS**

Under administrative direction, plans, assigns, supervises and reviews the accounting activities of: (1) a moderate sized unit of professional accountants and a small staff of technical and clerical personnel engaged in maintaining a large subsystem of accounting records; or (2) a small unit of professional accountants engaged in a variety of internal auditing functions; or (3) a small unit of professional accountants engaged in budgetary control functions.

**ILLUSTRATIVE DUTIES AND RESPONSIBILITIES**

1. Plans, supervises, reviews and evaluates the activities of a moderate-sized professional accounting staff and a small technical and clerical staff engaged in maintaining accounting records for a major accounting subsystem; supervises and participates in the preparation of complex accounting statements and reports.
2. Serves as chief assistant to an accounting section manager; coordinates and assists in the revision, establishment and implementation of accounting procedures and programs; assists in the coordination of computerization efforts.
3. Performs highly technical and comprehensive supervisory external auditing to assure compliance with contractual or grants commitments or State laws.
4. Plans, supervises and reviews the activities of a small unit of professional accountants engaged in performing internal audits of a major portion of a fiscal and financial operation; assists in developing and designing internal audit programs; reviews internal audit reports and makes recommendation for the modification or improvement of accounting and fiscal systems.
5. Plans, supervises, and reviews the activities of a small professional accounting staff engaged in maintaining a variety of budgetary control accounts or serves as staff assistant to budgetary planning manager; analyzes and reviews budgetary control data, projections and proposals; counsels management staff in planning for future budgetary needs.
6. Performs other related duties as required or assigned.

## **ACCOUNTANT IV (Continued)**

### **REQUIREMENTS:**

#### **Education and Experience**

Requires knowledge, skill and mental development equivalent to completion of four years college with courses in accounting and business administration and one year of supervisory experience in accounting or a related field or any equivalent combination of training and experience.

#### **Knowledge, Skills and Abilities**

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

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

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

Requires elementary knowledge of computer capabilities relative to accounting systems.

Requires ability to supervise and train professional accounting staff.

Requires ability to analyze, develop and revise difficult accounting and auditing procedures, methods and techniques.

Requires ability to review and prepare complex comprehensive accounting and auditing statements and reports and to evaluate and resolve difficult accounting problems.

Requires ability to analyze field audit reports and to draw conclusions of which to recommend improvements to accounting procedures and systems.

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 of Eligibility: 1 year