

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

**ACCOUNTANT V**

**Position Code: K0155**

**DISTINGUISHING FEATURES OF THE CLASS**

Subject to administrative approval, plans, assigns, supervises, directs and evaluates the activities of: (1) a large professional accounting staff and several technical and/or clerical personnel at the section level engaged in maintaining a large accounting system; or (2) a moderate-sized section of professional internal auditors; or (3) a small section of professional budgetary planning accountants; serves as chief assistant to a fiscal officer in a major accounting program.

**ILLUSTRATIVE DUTIES AND RESPONSIBILITIES**

1. Plans, directs, supervises and reviews the activities of a large professional accounting section and several technical and clerical personnel engaged in maintaining financial records and reports for a major accounting system; reviews and approves comprehensive financial statements and reports; coordinates the development of systems for converting major accounting processes to computerization; directs training of professional, technical and clerical staff.
2. Plans, directs and supervises a moderate-sized professional internal auditing staff engaged in auditing major financial and fiscal operations and procedures; develops, designs and implements internal audit programs; reviews and approves comprehensive internal audit reports and findings; recommends changes and improvements in accounting systems and procedures and assures that finalized revisions are properly implemented; consults with top management staff on internal audit programs and findings.
3. Plans, directs, supervises and reviews the activities of a small section of professional budgetary planning accountants engaged in budgetary control and planning for major program areas; coordinates budgetary planning activities with fiscal operations; recommends and proposes new or improved budgetary planning programs; reviews and approves budgetary projections and planning programs; serves as liaison with other budgetary planning agents in the State.
4. Serves as chief staff assistant to a major fiscal officer in the general accounting, internal auditing or budgetary planning functions.
5. Performs other related duties as required or assigned.

## **ACCOUNTANT V (Continued)**

### **REQUIREMENTS:**

#### **Education and Experience**

Requires knowledge, skill and mental development equivalent to completion of four years college and two years of responsible professional supervisory experience in accounting or a related field, or any equivalent combination of training and experience.

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

Requires thorough knowledge of laws, regulations and policies governing the state accounting procedures.

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

Requires thorough knowledge of the laws, rules and regulations relative to agency operations.

Requires working knowledge of standard accounting machines and equipment.

Requires working knowledge of computer capabilities pertinent to account systems.

Requires ability to direct and supervise professional, technical and clerical staff engaged in accounting activities.

Requires ability to prepare, review and interpret complex accounting documents and reports.

Requires ability to design and implement new or revised accounting systems.

Requires ability to develop and maintain satisfactory working relationships and to effectively deal with controversial problems.

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