

**Office of the Attorney General**  
Human Resources  
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Indianapolis, IN 46204  
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317-232-7979 (fax)



# JOB POSTING

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Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

## Senior Accountant

**Summary:** This position is the senior accountant for the Office of the Attorney General and shall report to the Controller. A key expectation is to provide guidance/assistance to the finance team on state finance and government accounting processes and practices. This role will have advanced reconciliation responsibilities regarding federal funding, SDO, and other accounts. The Senior Accountant will be an integral member of the finance team in executing the mission of supporting the work of the Office of the Attorney General. This is an exempt level position for FLSA purposes.

### **Duties/Responsibilities:**

Essential Duties and Responsibilities include the following:

- Analyze agreements and data for financial transactions
- Generate necessary adjustments to the General Ledger
- Review Federal Funding and reconciling federal projects for accuracy and compliance.
- Assist in the reconciliation of SDO accounts and other matters
- Provide feedback and guidance to staff on account codes utilization, state finance process, and other general accounting principles
- Initial point of contact and liaison with State Board of Accounts
- Additional duties and responsibilities assigned as determined

### **Qualifications:**

- Master's degree preferred but not required
- Bachelor's degree or 15 years of related experience required
- At least 10 years of experience in finance or related work experience required
- At least 5 years of experience in State government (preferred but not required)
- Supervisory experience preferred but not required

### **Specific Job Requirements include:**

- Proficient in Microsoft Word, Excel, Outlook, and PowerPoint
- Experience and proficiency with PeopleSoft
- Experience and proficiency in Hyperion
- Experience in State Appropriations and Budgeting

**Physical Requirements:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Operate in a professional office environment. Routinely use standard office equipment such as computers, phones, photocopiers, filing cabinets and other office machines.
- Regularly required to talk or hear.
- Frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Requires the ability to occasionally lift office products and supplies, up to 20 pounds.