



ACCOUNTANT II

DEPARTMENT: FINANCE

Grade 34

CHARACTERISTICS OF THE CLASS

The Accountant II position is a “non-exempt” position that performs professional accounting tasks under the direction of the Chief Accountant. The Accountant II is responsible for performing a variety of professional accounting tasks, which include analyzing individual and department processes, procedures and workflow, and making timely recommendations for improvement. The Accountant II coordinates existing and new financial data produced by the financial system; trains new professional and clerical employees. Performs more complex responsibilities, exercises independent judgment above that found in the Accountant I position. Performance of these responsibilities under general supervision distinguishes this class from Accountant I.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Analyzes records of expenditures and encumbrances and recommends necessary changes
2. Reviews and maintains general and subsidiary ledgers
3. Prepares and submits financial reports from data compiled from ledgers
4. Formulates and administers policies and procedures
5. Consults with and advises other City departments on recording transactions and fiscal record
6. Assigns, schedules, supervises and reviews the work of subordinate accounting clerical personnel; trains employees in accounting, financial records keeping and departmental methods and procedures; review work of subordinate employees for accuracy, completeness and adherence to instructions, guidelines, and generally accepted accounting procedures
7. Participates in recording and reviewing of financial records such as reports, vouchers, requisitions, journal entries and other financial data for accuracy, completeness and conformance with guidelines.
8. Participates in the preparation of the City’s Comprehensive Annual Financial Report and supporting audit work papers; prepares regular and special financial and statistical reports and statements, including reports filed with other governmental units.
9. Monitors and evaluates accounting efficiency, systems of internal control, and procedures; reviews or prepares reconciliation’s of accounts, subsidiary records and subsystems.
10. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

REQUIREMENTS

A. Training and Experience

Bachelor's Degree from an accredited college or university in Accounting. Three years of responsible experience as a professional accountant. Governmental accounting experience is desirable. MBA or Master's degree in Accounting and C.P.A. designation would enhance this position.

B. Skills, Knowledge, and Abilities

Ability to apply professional accounting principles, financial reporting standards, knowledge and skills to the maintenance and preparation of complex sets of fiscal and accounting records, reports, and financial statements.

Ability to perform detailed work involving written and numerical data; to perform arithmetic calculations rapidly and accurately and to communicate clearly, orally, and in writing.

Ability to plan, organize, and supervise the work of a group of clerical accounting personnel in a manner conducive to full performance.

Ability to establish and maintain effective working relationships with other employees, management, subordinate personnel and the public.

Extensive knowledge of spreadsheets, word processors, and databases.

C. Physical Requirements: 2

D. Environmental Requirements: 1

E. Sensory Requirements: 3, 8, 9