



## Job Description

<b>Title: Accountant II</b>	<b>FLSA Status: Exempt</b>	<b>Created:</b>
<b>Supervisor: Assigned Staff</b>	<b>Supervises: Assigned Staff</b>	<b>Revised:8/31/22</b>
<b>Job Family: Finance</b>	<b>Bargaining Unit: Management/Conf</b>	<b>Approved:9/6/22</b>

### JOB SUMMARY:

Under the direction of the assigned staff, perform complex professional accounting and budgetary work involved in establishing, analyzing, auditing, reconciling and maintaining financial records in support of the finance department; provide administrative support in the development, review, analysis and implementation of designated budgets and accounts; update, maintain, and reconcile the City’s accounting and budgeting systems; prepare and audit a variety of financial, statistical and budgetary reports, statements and records; train, supervise and evaluate assigned personnel.

### DISTINGUISHING CHARACTERISTICS:

The Accountant II classification is the experienced-level position in the series. Incumbents work independently, perform complex and technical accounting duties and fiscal support for the department. Incumbents are expected to have thorough knowledge of governmental accounting systems and procedures. Incumbents also provide training and supervision to assigned department staff. The Accountant I classification is the entry-level position in the series. Incumbents work under close supervision and perform professional-level accounting duties for the Finance department.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform complex professional accounting and budgetary work involved in establishing, analyzing, auditing, reconciling and maintaining financial records in support of designated programs or an assigned division or department; ensure financial activity of assigned accounts complies with applicable laws, codes, rules, regulations, policies and procedures.
- Provide administrative support in the planning, development, review, analysis and implementation of designated budgets and accounts; monitor, evaluate and reconcile accounts related to assigned funds and budgets; prepare income and expenditure projections to assist with budget preparation as directed; analyze program and project costs and provide recommendations concerning budgetary allocations as assigned.
- Prepare and audit a variety of financial, statistical and budgetary reports, statements and records related to income, expenditures, reconciliations, budgets and assigned accounting functions; review and analyze financial statements, records and reports to ensure accuracy, completeness and compliance with established guidelines, procedures and Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS).
- Prepare and process a variety of accounting documents such as debt allocations, fixed assets, monthly fund balance, and cash balance.
- Perform duties in the maintenance and analysis of General Ledger Accounts and other subsystems such as accounts payable, accounts receivable, payroll, inventory and fixed assets.
- Calculate, post, audit and adjust journal entries; update accounts to reflect revenue and expenditures; audit accounts for errors and make appropriate adjustments; reconcile various fiscal statements to ensure accurate fund accounting; ensure financial statements and cash amounts match organizational records as assigned; initiate account transfers and other transactions as needed.
- Train, supervise and evaluate assigned personnel; assign employee duties and review work for accuracy, completeness and compliance with established requirements; provide input concerning employee evaluations as requested; interview and select employees.
- Provide consultation to department or division personnel concerning assigned accounting and budgetary activities and related functions; respond to inquiries, resolve issues and conflicts and provide detailed and technical information concerning related standards, practices, laws, codes, regulations, policies and procedures.

- Monitor and assess accounting and budgetary systems, techniques and procedures for financial effectiveness and operational efficiency; monitor various grants, expenses and grant fund disbursements.
- Provide recommendations concerning the development and implementation of policies, procedures, techniques and systems to enhance fiscal accuracy, operational efficiency, financial effectiveness and compliance with established requirements.
- Input a wide variety of financial and statistical data into an assigned computer system; establish and maintain automated records and files; initiate queries, manipulate data and generate a variety of computerized reports including month end/year end, reconciliations, fixed assets and capital project reports; ensure accuracy of input and output data.
- Perform a variety of special accounting projects in support of assigned division, department or programs; research, compile, assemble and analyze a variety of financial, statistical and budgetary information; participate in the investigation and resolution of financial issues, errors and discrepancies.
- Prepare, review and evaluate various financial documents and correspondence as assigned; assist in ensuring mandated reports are completed and submitted to appropriate agency or personnel according to established time lines; assemble materials and provide assistance to outside auditors and in conducting annual audits and reviews of the City's accounting and financial systems.
- Communicate with personnel, governmental agencies and outside organizations to exchange information, coordinate activities and resolve issues or concerns.
- Assists the City staff in the operation and maintenance of the City's financial management system.
- Maintain current knowledge of laws, codes, rules, regulations and pending legislature related to assigned accounting functions.
- Operate a variety of office equipment including a calculator, computer and assigned financial software.
- Participate in a variety of other assigned activities such as processing claims, verifying and auditing invoices, evaluating contracts and verifying collected monies.
- Attend and participate in various meetings, committees and in-services as assigned.

**OTHER DUTIES:**

- Assist with the preparation of payroll.
- Assist with purchasing and inventory functions for the Finance department.
- Assist with the customer service functions at the City's front counter.
- May provide technical support to personnel concerning computer operations and software applications; troubleshoot and diagnose computer problems and malfunctions.
- Perform related duties as assigned.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

- Methods, procedures and terminology used in professional accounting work including accounts payable and receivable, payroll, and expenditure and revenue.
- General principles and practices of governmental accounting.
- Generally Accepted Accounting Principles and professional accounting standards.
- Analysis of complex financial statements and reports.
- Principles of grant preparation and monitoring.
- Financial and statistical record-keeping techniques.
- Technical preparation of financial statements and comprehensive accounting reports.
- Principles of training and supervision.
- Preparation, review and control of assigned accounts.
- Budgeting practices regarding monitoring and control.
- Payroll methods, procedures and terminology.
- Financial analysis and projection techniques.
- Research and statistical evaluation techniques.
- Applicable laws, codes, regulations, policies and procedures.

- Operation of a computer and assigned accounting software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

**Ability to:**

- Perform professional accounting and budgetary work involved in establishing, analyzing, auditing, reconciling and maintaining financial records.
- Provide administrative support in the review, analysis and development of designated budgets and accounts.
- Prepare and audit a variety of financial, statistical and budgetary reports, statements and records.
- Compare numbers and detect errors efficiently.
- Prepare and analyze comprehensive accounting reports.
- Reconcile, balance and audit assigned accounts and budgets.
- Provide consultation concerning assigned accounting and budgetary activities and related functions.
- Reconcile various fiscal statements to ensure accurate fund accounting as assigned.
- Train and supervise assigned personnel.
- Troubleshoot and diagnose computer problems and malfunctions.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain City rules, regulations, policies, procedures and related documents.
- Utilize governmental accounting procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Add, subtract, multiply and divide quickly and accurately.
- Maintain accurate financial and statistical records.
- Analyze financial data and prepare reports, forecasts and recommendations.
- Meet schedules and time lines.
- Operate standard office equipment including a computer and assigned accounting software.
- Determine appropriate course of action within clearly defined guidelines.

**Education and Experience:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Bachelor's degree in accounting, finance, public or business administration.
- Four years professional-level accounting experience in a municipal or government agency.

**Licenses, Certifications and other Requirements:**

- N/A

**Desirable:**

- Master's degree in accounting, finance, public or business administration.
- Certified Public Accountant Certificate.

**WORKING CONDITIONS:**

**Work Environment:**

- Indoor/Office environment.

**Physical Demands:**

- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a computer keyboard.
- Lifting, carrying, pushing or pulling moderately heavy objects as assigned by the position.
- Reaching overhead, above the shoulders and horizontally.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.