

ACCOUNTANT II

=====

DEFINITION

Under direction performs professional accounting and financial analysis duties in the review, development and maintenance of financial records and systems; performs complex professional research and studies; supports coordination and planning of the City's audit activities; conducts special projects; and performs other related work as required.

DISTINGUISHING FEATURES

This is the journey level class in the professional accounting series. The work requires comprehensive knowledge of financial and/or payroll functions, municipal accounting and automated accounting systems. Work in the class is distinguished from that of lower classes in that incumbents at this level receive only occasional instruction and assistance as new, unusual or unique situations arise. Accountant II incumbents perform more difficult and specialized analytical work.

EXAMPLES OF DUTIES

1. Maintains, reviews and reconciles general ledger, subsidiary accounts and statements of various City funds; identifies and locates accounting data by researching accounts and related source documents; examines transactions to ensure accuracy; corrects financial records as necessary through preparation and posting of journal entries.
2. Analyzes, verifies and prepares various financial reports and statements, assists in monitoring various accounts and verifies availability of funds and accurate coding and classification of revenues and expenditures; researches and analyzes transactions to resolve problems.
3. Performs year-end review of accounts, prepares adjusting and closing entries, year-end financial statements and reports, periodic financial reports and supporting schedules; prepares and updates notes to the City's Annual Certified Financial Report (ACFR).
4. Prepares complex reports regarding status of various accounts; prepares working papers, reconciliations, schedules, exhibits, and summaries; prepares a variety of complex reports involving statistics, legal requirements, and other specialized components.
5. Assists in research, education and implementation of new Government Accounting Standards Board (GASB) Statements.
6. Prepares the City's annual indirect cost allocation plan in compliance with federal regulations and for internal costing or charging purposes.
7. Assists in the installation of new financial management systems and procedures and instructs others in their use.
8. Updates and maintains the City's long-term debt payment schedules; ensure debt service payments are made in a timely manner; and assists with annual disclosure reporting.
9. Maintains accounting records, verifies compliance and prepares required financial and compliance reports for Federal, State and County grant and allocation programs; prepares or assists with preparation of grant reimbursement claims.
10. Assists in development and implementation of internal controls, practices and procedures; recommends, develops and implements changes for efficiency and ongoing regulatory compliance.
11. Assists in budget planning, preparation and administration; provides assistance to departments in developing budgets, assembles and analyzes data for annual budget process.
12. Reviews and reads journals and publications and attends training, conferences and seminars to maintain knowledge of current accounting requirements and best practices.
13. Acts as accounting liaison with program staff, granting agencies, and external auditors.
14. May provide lead direction and training for subordinate accountants and clerical staff.
15. Build and maintain effective working relationships with co-workers, other City employees and the public using principles of good customer service.

Other Duties:

1. Performs other related duties as required.

WORKING CONDITIONS:

- Indoor office or station environment.
- Noise level is usually moderate, ambient office sounds such as speaking, working office equipment, and software.
- The incumbent may be required to work extended hours during peak periods such as fiscal year-end closing or audit preparation.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate objects, controls, and/or tools such as but not limited to a computer keyboard or calculator and to operate standard office equipment;
- Vision abilities or ability to interpret, read, and maintain various documents, such as files, contracts, and reports, in electronic and non-electronic formats.
- Frequently sitting for extended periods of time
- Occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information;
- Ability to lift, carry, push, and pull materials and objects up to 25 pounds.
- Hearing and speaking to present and exchange information, and to communicate in person and by telephone.

EMPLOYMENT STANDARDS**Education/Experience**

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: A Bachelor's degree from an accredited four year college or university with major course work in accounting or business administration.

Experience: Two years of professional accounting experience. One year in municipal or other government accounting (either working directly for a government agency or conducting auditing services for government agencies) is highly desired.

Knowledge

Knowledge of principles and practices of general and governmental accounting, including financial reporting and financial statement preparation; principles of budget development and administration; auditing practices and methods; applicable federal, state and local laws, rules and regulations especially as related to accounting, auditing and grants; automated financial management systems.

Ability

Ability to effectively plan, organize and perform financial, accounting and related reporting activities; interpret, apply and explain established policies, procedures, rules and regulations; interpret and effectively apply complex governmental regulations; evaluate administrative, legislative, financial and accounting information; prepare and administer budgets; utilize computer equipment and interpret computerized information; establish and maintain accurate records; prepare clear, concise and accurate financial reports and financial statements; maintain level of knowledge required for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with employees and the general public; provide lead direction and training to assigned staff.

Other Requirements

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.