

DEFINITION:

Under general direction, performs complex accounting, auditing and financial work; reviews, revises accounting procedures; performs special accounting studies; prepares and analyzes financial statements.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from the Senior Accountant in that the latter functions as lead accountant responsible for coordination of the annual audit and preparation of the C.A.F.R.. This classification is distinguished from the Accountant I in that the latter is an entry level classification while the Accountant II is journey level.

EXAMPLES OF DUTIES:

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties. Duties listed are not necessarily performed by each individual in the classification:

1. Prepares and/or review financial statements and other reports.

Measures: Timely submission of reports to City Council, Authorities, Commission, Boards, Federal and State agencies. Independent audits issued without qualifying opinion. All reports are accurate and are supported by auditable work papers.

2. Perform fiscal year-end review and analysis of accounting records; determine necessary adjustments; compile appropriate audit work papers.

Measures: Accounting records are adjusted and closed on timely basis. Work papers are accurate, well organized, and easy to follow.

3. Analyze monthly accounting procedures to improve process.

Measures: Efficient year-end closing, and reduced year-end accounting adjustments by auditors.

4. Analyze policies and procedures for recordation.

Measures: High quality, concise, accurate auditable records.

5. Serve as Finance liaison for various City divisions.

Measures: Financial aspects of City divisions are handled efficiently. A good performance reputation is maintained with other City divisions.

6. Requisition grant funds and prepare certain grantor reports; monitor federal and state regulations and guidelines on grants; and coordinate annual single audit.

Measures: Good performance reputation with federal and state agencies resulting in the award of new and continuing grant funds. All reports are accurate and are supported by auditable work papers.

7. Provide training and technical guidance to Accounting Specialists regarding specialized areas of accounting.

Measures: Accounting Specialists' work is effective and accurate.

8. Analyze and evaluate departmental budgets. Develop Finance Division's recommendations regarding budget requests. Prepare budget review reports and assist departments in producing their sections of the Preliminary Budget. Assist in preparation of long-term financial plans and revenue projections.

Measures: Budget review reports are well organized and recommendations are appropriately supported. Budget sections are complete and ready for review on time.

9. Perform internal/external audits as required.

Measures: Audit results are reported accurately and timely.

9. Special projects.

Measures: Project results are reported accurately and timely.

10. Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Accounting and auditing principles, theories, and procedures, cost accounting principles and systems, principles of business management, and data processing systems.

Ability to:

Interact effectively with the public and employees; maintain and analyze ledgers; design and implement special audit procedures; analyze accounting data; define conclusions and develop

recommendations; prepare comprehensive and technically correct accounting reports and financial statements; operate a personal computer for various financial applications.

Education:

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying; typical education would include a Bachelor's degree in accounting from an accredited college, university, or equivalent.

Experience:

Typical experience would include three years of professional accounting experience.

REV 8/98
REV 9/98
REV 3/01