

JOB TITLE: Accountant II

JOB CODE: 02.15

GRADE: 18

CLASSIFICATION: Non-Exempt

PURPOSE OF THE POSITION: Performs difficult professional work in the collection, disbursement, and accounting of the City's funds. Assists in the development, implementation and management of all internal financial operations for a major department.

MINIMUM QUALIFICATIONS: Graduation from an accredited college or university with a Bachelor Degree in Accounting, Finance, Business Management/Administration, or related field. A minimum of three (3) years of progressively responsible professional financial management experience, preferably in a government organization or similar environment; or the equivalent in education, training, and experience, which would provide the necessary knowledge, skills, and abilities in lieu of educational requirements.

SPECIAL REQUIREMENTS:

- Through knowledge in accounting methods and practices used in keeping and auditing fiscal accounts and records.
- Through knowledge and ability to design, maintain and report complex financial and accounting matters to a variety of governmental organizations.
- Knowledge of commercial, governmental or cost accounting principles and techniques.
- Knowledge and ability to maintain a complex multifaceted budget including long-range revenue forecasts and economic impact.
- Knowledge and ability to develop and maintain necessary processes to insure integrity of the financial and accounting function.
- Ability to analyze financial operations using statistical methods and report on a variety of governmental operations.
- Ability to establish and maintain effective working relationships with City officials, associates and the general public.
- Ability to communicate effectively and clearly, both orally and in writing and to prepare succinct, coherent, and accurate financial reports and analyses.

ESSENTIAL FUNCTIONS:

- Assists in the development of the Department's annual operating and capital budget and monitors encumbrances and expenditures, including current year budget revisions and future budget proposals for multiple cost centers.
- Prepares written budgetary reports, financial analyses, and periodic financial performance summaries.
- Reports budgetary, financial, revenue, and all other related accounting information to the Department Director and other when required.
- Audits encumbrance, expenditure, and other accounting related documents and records to ensure accuracy and completeness.
- Maintains complex record systems involving varied financial transactions.
- Prepares and/or approves regular and special journal vouchers.

- Prepares and reviews invoices and check requests for proper documentation and coding.
- Performs internal audits within department.
- Records fixed assets; maintains depreciation schedules; reconciles discrepancies in fixed assets accounts.
- Ensures maintenance of records and the filing of all information needed by auditors.
- Assists in the development of new or revised procedures to simplify and improve operations and services rendered.
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that would be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in the job description.

PUBLIC CONTACT: Public contact ranges from City officials, other City employees, vendors, and representatives from other government agencies. Must possess the ability to deal both tactfully and effectively with individuals and groups on every level.

SUPERVISION RECEIVED: Extensive independent judgment is exercised; however, all major financial commitments and decisions will be made by the Department Head. Coordinates with and receives assignments from the Department Head or designated representative.

SUPERVISION EXERCISED: Some supervision may be exercised on specific projects.

PHYSICAL REQUIREMENTS: This is primarily office work requiring limited physical effort. Position requires visual acuity for reviewing, checking, preparing and maintaining written and computer files. Incumbent is required to have sufficient hearing to accurately perceive information at normal spoken word levels. Manual dexterity to operate standard office, data entry, and word processing equipment is required.

ORGANIZATIONAL STATUS: Under the direction of and responsible to the Department Head or designated representative.