

ACCOUNTANT II

SUMMARY/PURPOSE

Maintain, examine, and report accounting and financial management records in an assigned functional area to ensure that revenues are receipted and expenditures are made in accordance with applicable laws and regulations.

DISTINGUISHING FEATURES OF THE CLASS

Employees at this level are distinguished from the Accountant I level by the proficient performance of the full range of duties as assigned, including performing advanced activities in accounting and cash management, working independently, applying well developed governmental accounting practices, and exercising judgment and initiative. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed only on completion and for overall results. Positions at the Accountant II level are normally filled by advancement from the Accountant I level.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
2. Perform advanced financial activities in the area of accounting.
3. Prepare financial reports (monthly and annually) for assigned funds.
4. Reconcile accounts to ensure accounts are in balance and properly reported.
5. Prepare trial balance and financial statement disclosures for the Comprehensive Annual Financial Report.
6. Analyze and implement new accounting standards.
7. Prepare annual budget for assigned funds.
8. Collaborate with federal and state agencies to ensure compliance with laws and regulations for grants accounted for within assigned funds.
9. Establish accounting systems and procedures to maintain proper and efficient accounting records.
10. Perform advanced financial activities in the area of cash management.
11. Monitor and record daily banking and investment activity.
12. Calculate daily liquidity needs for City.
13. Analyze and independently make investment decisions in accordance with state guidelines and City policies.
14. Handle daily banking and cash management activities.
15. Implement new banking productions and solutions.
16. Perform accounting and reporting activities required for enforcement of the Sales Tax Ordinance, special assessments, and lawful gambling.
17. Other duties may be assigned.

JOB REQUIREMENTS

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, skills, and abilities required.

1. Education & Experience Requirements
 - A. A four-year bachelor's degree in accounting with two years of accounting experience; or a two-year degree in accounting with four years of accounting experience.
 - B. Prior experience in governmental accounting preferred.

2. Knowledge Requirements
 - A. Thorough knowledge of modern accounting principles, methods, practices, and terminology.
 - B. Considerable knowledge of governmental accounting, generally accepted accounting principles, and federal, state, and local laws.
 - C. Knowledge of accepted office practices and procedures.
 - D. Knowledge of pertinent local, state, and federal laws and City policies, rules, and regulations.
 - E. Thorough knowledge of computer operations and spreadsheet applications.
3. Skill Requirements
 - A. Skill in operating standard office equipment.
 - B. Skill in communicating effectively, both orally and in writing.
4. Ability Requirements
 - A. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
 - B. Ability to perform mathematical calculations with speed and accuracy and systematically perform detail work.
 - C. Ability to read and interpret statistical data and computer records.
 - D. Ability to analyze financial data to solve problems, make decisions, and formulate projections.
 - E. Ability to establish and maintain effective working relationships with City employees and officials, public agencies, private businesses, and the general public.
 - F. Ability to use standard spreadsheet, database, and mainframe computer software to analyze and forecast financial performance of funds and projects as well as to improve the use of financial resources.
 - G. Ability to work independently, meet deadlines, work under pressure, and handle changing priorities.
5. Physical Ability Requirements
 - A. Ability to transport oneself to, from, and around sites of projects, tests, and other assignments.
 - B. Ability to reach for files in high or low file drawers.
 - C. Ability to perform sedentary work (defined as lifting 10 pounds maximum and occasionally lifting and/or carrying articles such as dockets, computer reports, and ledgers).
 - D. Ability to attend work on a regular basis.

HR: LD	Union: Basic	EEOC: Professional	CSB: 09/10/2020	Class No:
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