

## **ACCOUNTANT II**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional accounting and auditing position involving the responsibility for performing a variety of complex accounting procedures, including reconciling accounts and ensuring compliance with financial regulations. The work requires independent judgment in completing work assignments. The work is performed under the general supervision of a higher-level accountant or administrator and work guidance (e.g., lead work) may be provided to others. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Performs professional accounting and financial management activities within an automated accounting environment;  
Participates in financial operations such as maintenance of complex automated accounting records, preparation of financial statements and reports, cost statements and analysis, etc.;;  
Modifies existing accounting system to provide records of assets, liabilities and financial transactions;  
Monitors and controls the expenditure of funds to ensure cost control within allocated cost accounts and recommends the transfer of such funds as needed;  
Audits contracts, orders, vouchers and prepares reports to substantiate settlements;  
Prepares financial statements and fiscal reports;  
Prepares regular and special reports for governmental agencies;  
Evaluates historical and current operational data, trends, projected revenues and administrative responsibilities and expenses;  
Maintains bond and interest-bearing accounts;  
May provide guidance to accounting staff by answering questions, providing training, etc.;;  
May assist with financial audits.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of general accounting and auditing principles, practices and techniques, particularly as they relate to governmental fiscal operations; good knowledge of accounting terminology; good knowledge of office terminology, procedures and equipment; good knowledge of financial reporting; good knowledge of computer accounting systems and spreadsheet software\*; working knowledge of the fiscal management of departmental operations; working knowledge of the application of data processing to fiscal record-keeping and control; ability to maintain and audit comprehensive accounting records, including general journals and ledgers; ability to prepare financial statements and reports; ability to understand and interpret complex written and tabular materials; ability to communicate effectively, both orally and in writing.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree or higher in Accounting, Finance, Business Administration or comparable degree which included or was supplemented by twenty-four (24) credits in Accounting and two (2) years of professional or governmental accounting experience.

**PROMOTION:** One (1) year of permanent status as an Accountant I.

\*To be demonstrated during the probationary period.