

ACCOUNTANT II

DISTINGUISHING FEATURES OF THE CLASS: This work involves the independent responsibility for the maintenance of a small but comprehensive system of municipal accounts or the independent responsibility for the maintenance of an internally active unit of accounts within a large complex system by independently applying principles of accounting. Work guidance (e.g. lead work) may be exercised over one or a few bookkeeping personnel and/or a beginning level technical Accountant I. In a small system work direction is usually received from a general administrator having a concern for fiscal management. In a large system work direction is usually received from either an accounting or fiscal manager. Does related work as required.

TYPICAL WORK ACTIVITIES:

Maintains accounts and records and/or directs subordinates in such bookkeeping activities as recording disbursements, expenses, receivables, accounting controls over inventories and purchases, etc.;

Prepares and updates cash flow analyses and maintains investment program;

Modifies existing system to provide records of assets, liabilities and financial transactions;

Audits contracts, orders and vouchers, and prepares reports to substantiate settlements;

Prepares regular and special reports to governmental agencies;

Estimates budget expenditures and submits to management;

Analyzes records of past and present operations, trends and costs, estimated revenues, administrative commitments and obligations;

Maintains budgeting systems which provide control of expenditures;

Interprets accounts and records to management;

May provide guidance or supervision to others, when assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of accounting principles, practices and techniques, particularly as they relate to governmental accounting; working knowledge of office terminology, procedures and equipment; ability to maintain and audit comprehensive accounting records including general journals and ledgers; ability to prepare closing entries and financial statements and reports; ability to understand and interpret difficult written and tabular materials.

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher which included or was supplemented by twenty-four (24) credit hours of Accounting and either two (2) years of diversified general accounting experience or one (1) year of diversified municipal accounting experience either of which must have included maintenance of general journals and ledgers and the preparation of financial statements.

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

R.C.D.P. (03.01.2016) 03.26.2018
Competitive