

## **ACCOUNTANT II**

### **DEFINITION**

Under general direction, to perform a variety of accounting, fiscal analysis, and auditing in the preparation, maintenance, and analysis of City fiscal records and financial transactions; to prepare and maintain a variety of complex financial statements and reports; to oversee and coordinate an assigned area such as billing and revenue collection, general ledger analysis and reconciliation, and budget review and development; to serve as department manager in the absence of the Administrative Services Director; and to do related work as required. Serves as Disaster Service Worker. FLSA Status: Non-Exempt. Bargaining Group: Clerical Unit.

### **DISTINGUISHING CHARACTERISTICS**

This is the experienced working level in the professional Accountant class series. Incumbents perform a variety of accounting and auditing work requiring substantial knowledge and background. Incumbents may be assigned to oversee and coordinate a special work area as dictated by the needs of the City Administrative Services Department. This class is distinguished from Accountant I by performing a broader scope of fiscal management and analysis work with minimal guidance and supervision.

### **REPORTS TO**

Finance Director or as assigned.

### **CLASSIFICATIONS SUPERVISED**

Incumbents may provide work direction and coordination for fiscal support staff and/or payroll staff.

### **ESSENTIAL FUNCTIONS**

Reconciles monthly bank statements; calculates and posts quarterly distributions such as administrative overhead and interest earnings; prepares, consolidates, and publishes the annual budget; prepares miscellaneous billing statements; maintains general ledger and budgetary controls; reconciles trust accounts and funds held by fiscal agents; monitors grant compliance, special districts, and trust accounts; performs periodic internal audits of the City's financial accounting systems; prepares and maintains journal vouchers, ledgers, and supporting financial records; establishes and maintains general and subsidiary accounts and ledgers; and makes journal entries, posts ledgers, and prepares trial balances and investment reports. Performs a variety of professional accounting work in the establishment and maintenance of City fiscal records; maintains a variety of ledgers and journals; reviews fiscal records to ensure proper disbursement of funds; maintains and balances revenue information; audits financial records and

prepares information for final audits; prepares a variety of financial reports and statements; assists with the development and control of City budget information; performs special financial analysis assignments; may coordinate balancing of City cash accounts with the banks; may coordinate posting of journal entries; reconciles problem accounts; may be assigned to review contract fiscal administration; may provide work direction, coordination, and training for fiscal support staff in the City Administrative Services Department; serves as a liaison with other government agencies, auditors, and the public; provides first line contact with contract auditors, preparing and providing documentation for the annual audit; performs verification of draft financial audit reports; performs adjusting entries after verification as requested in audit reports; and provides other City staff with a variety of information regarding fiscal processes and procedures. May be required to attend night and weekend meetings.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment including computer, telephone, calculator, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; continuous contact with other staff.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- General accounting theory, principles, and practices and their application to a variety of accounting transactions and problems.
- Government cost accounting and budgeting.
- Auditing theory, principles, and techniques and their application to government finance.
- Principles of account classification.
- Budget development and control.
- Computerized spreadsheet, database, and word processing software.
- Principles of work direction, work coordination, and training.

#### **Ability to:**

- Work independently to meet specific annual goals and objectives with limited supervision.
- Successfully handle multiple assignments.
- Interpret and apply appropriate governmental and accounting rules and regulations.
- Recommend, develop, implement, and evaluate effective accounting systems and controls.

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- Perform a variety of accounting and financial transaction work.
- Work with and utilize the City's computerized financial management, payroll, and utility billing systems in performing a variety of fiscal work.
- Proficiently use a variety of computerized spreadsheet, database, and word processing software.
- Analyze and evaluate financial information, researching and gathering appropriate information to resolve problems.
- Provide lead direction, work coordination, and training for other staff.
- Monitor and update fiscal records.
- Prepare a variety of financial reports and statements.
- Gather, organize, analyze, and present a variety of information.
- Make mathematical calculations quickly and accurately.
- Effectively represent the City and City Administrative Services Department in contacts with the public, other City staff, and other government agencies.
- Establish and maintain cooperative working relationships.

### **Training and Experience:**

- Four (4) years of increasingly responsible professional experience in governmental or financial accounting or auditing work; or,
- Two (2) years of increasingly responsible professional experience as an Accountant I with the City of Atwater.

### **SPECIAL REQUIREMENTS**

- None.

### **Education:**

- Graduation from an accredited college or university with a bachelor's degree in business administration, accounting, finance, or closely related field including the equivalent of 12 semester units of college courses in elementary and advanced accounting, auditing, cost accounting, and business law.

### **License:**

- Possession of a valid California driver's license.

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