



Accountant II

JOB CHARACTERISTICS

Purpose

Performs professional accounting work; examines, audits, analyzes, and verifies fiscal records and reports; prepares financial and statistical reports and provides advice and information on accounting practices and procedures; designs, develops and evaluates workflow processes for the financial system; provides work direction to professional, technical, and clerical employees; performs related and other work as required, all within the context of the City's Mission, Vision, Values Statement and a strong and progressive customer service orientation.

Equipment, Methods & Guidelines

Typically uses Federal and State regulations and reference materials, including Governmental Accounting, Auditing, and Financial Reporting and the Codification of Governmental Accounting and Financial Reporting; City policies, procedures and budgets, principles of governmental accounting and auditing using best practices as defined by current standards. Uses telephone, calculator, computer terminal, and copier.

Working Conditions

Work is conducted in an office setting.

Physical Demands

The work emphasizes speech, hearing, and vision; must be able to read small print from reports and computer screens.

Supervisory Guidance Received/Given

Supervision received is characterized by general supervisory direction and control intended to define objectives and problems. May receive work requests directly from other departments. The Accountant exercises considerable independent judgement and initiative within established policies and procedures. Judgement is often applied to setting priorities, interpretations of regulations, and solving problems of a material nature. Typically works independently in an assigned area, planning and scheduling own work to meet job requirements. Control over work methods is general, rather than detailed in nature. Work is reviewed through periodic external audits, annual evaluation, journal entries and budget adjustments. Work involves providing work direction to professional, technical, and clerical employees. May be assigned as leader of subject matter team.

Allocation Factors/Distinctions

Experienced level in the Accountant classification series, works independently with little direct supervision.

EXAMPLES OF DUTIES

1. Performs professional accounting work in accordance with a prescribed accounting system and generally accepted principles of accounting and auditing.
2. Verifies, approves, and audits fiscal documents such as warrants, requisitions, and purchase orders.
3. Prepares statements of financial condition, trial balances, statistical reports, and balance sheets for various City funds, including the general fund, enterprise funds, debt service funds, and revenue funds; conducts various internal audits.
4. Analyzes and reconciles expenditure and revenue accounts and coordinates various accounting records with information received from data processing and other departments.
5. Performs various payroll, accounts receivable, and accounts payable activities.
6. Are key in the design and installation of new accounting systems and in the implementation of modifications to existing systems.
7. Assists in the preparation, analysis, and review of reimbursements, expenditures, fund condition, or other proprietary and budgetary accounts. Assists management staff with the interpretation of this information when making key decisions.
8. Creates financial reports, statements, accounts and records of expenditures in a computerized environment.

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9. Coordinates with Information Technology and the financial system software provider for the ongoing maintenance of the financial system.
10. Reviews entries made to various financial records for proper coding and maintenance of proper accounting procedures.
11. Maintains computerized general ledger and reconciles detailed accounts to general ledger controlling accounts using complex electronic spreadsheets and browser specifications of their on design.
12. Prepares input to data processing for operational cost of City owned vehicles.
13. Maintains records for City's fixed assets group of accounts in accordance with GASB 34.
14. Acts as liaison between the City and outside auditor, scheduling assignments, resolving issues, conducting exit conference, ensuring implementation of action findings.
15. Answers a variety of inquiries and provides information regarding the assigned Finance Department activities. Provides technical expertise to user departments regarding the financial system, laws and regulations, and annual budget preparation process.
16. May train and provide work direction to Accountant Is and Account Clerks.
17. Assumes responsibility of supervisor during absence.
18. Promotes the City's Mission to make Concord a city of the highest quality by providing responsive, cost-effective, and innovative government services; understands and subscribes to the Vision and Values Statement adopted by the City.

DESIRABLE QUALIFICATIONS

Knowledge and Abilities

Working knowledge of accepted principles, techniques, practices of governmental accounting, fund accounting, auditing, and fiscal management; of accounting systems and data processing interrelationships; laws relating to public finance and fiscal operations; and of modern office methods, procedures, and equipment. Ability to skillfully analyze, understand, explain, and apply accounting and auditing principles, techniques, and procedures in the work performed; to rapidly analyze financial data and draw sound conclusions; to prepare clear, complete, concise reports; to communicate effectively orally and in writing; to work with minimal supervision; and to establish and maintain cooperative relationships with those contacted in the course of work.

Education/Experience

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Possession of a Bachelor's Degree in Accounting or a closely-related field with coursework in Accounting.

Experience: Two years of professional accounting experience.

Other Requirements

A California Driver's License and a satisfactory driving record are conditions of initial and continued employment.