

ACCOUNTANT II

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DEPARTMENT: Financial and Management Services

NATURE OF WORK:

Performs professional accounting work.

Responsible for moderately complex accounting activities relating to management reports and financial statements.

ESSENTIAL FUNCTIONS OF THE JOB:

Computes, prepares, and inputs, some routine and some infrequent, data for journal entries.

Accumulates and analyzes information for the preparation of financial statements, ledgers, reports, and taxes.

Prepares monthly and year-end reconciliations.

Computes, prepares and maintains all journal entries and GAAP schedules for the addition, deletion, and depreciation of fixed assets.

Reconciles asset, liability, and fund balance accounts.

Prepares tax filings for Federal and State entities.

Reviews and authorizes various documents for sufficient funding, coding, and compliance with County procedures.

Maintains necessary records on County and other entities' debt to include proper recordation, accounting for interest payments, monitoring of timely payments of amounts owed and other tasks as deemed necessary.

Ensures financial information released publicly, such as in a budget or offering statement, is complete and accurate. Assists as needed in the preparation and review of the annual budget.

Designs and implements accounting systems tailored to special grant programs and ensures compliance with accounting, disbursement, and reporting requirements of agencies from whom grants have been received.

Periodically reviews and audits accounting controls in other agencies and makes recommendations for changes identified.

Works with auditors, including the preparation of difficult schedules, journal entries, account analysis, and other work as necessary.

Responsible for the research of new GASB pronouncements that apply to County and/or other fiscal entities.

Makes necessary presentations to departments and/or boards on accounting matters for which they are liaisons.

Prepares State Auditor of Public Account Report.

Exercises professional judgment and abides by professional ethical standards of the Government Finance Officers Association of the United States and Canada.

Performs work safely in accordance with departmental safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed in an office setting. Operates telephone, computer keyboard, copy machine, and adding machine.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of principles, methods, and practices of accounting, auditing and financial reporting. Familiarity with Governmental Accounting Standards Board statements, both implemented and pending.

Thorough knowledge of automated financial systems, including PC and spreadsheet applications.

Thorough knowledge of the effect of Federal, State, city and County laws and regulations on the financial accounting information system and procedures.

Ability to devise and apply modern accounting procedures.

Ability to perform complex calculations, maintain complex financial records, and to prepare financial documents accurately.

Ability to understand and follow complex oral and written instructions.

Ability to communicate effectively, both orally and in writing.

Ability to set priorities and organize work.

Ability to establish and maintain effective working relationships with County staff at all levels and such external contacts as auditors, developers, bank representatives, and officials in other governmental jurisdictions.

MINIMUM QUALIFICATIONS:

Possession of a Bachelor's Degree in Accounting; considerable accounting experience, preferably with local government; or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills listed above.