

ACCOUNTANT II

NATURE AND VARIETY OF WORK

This is full performance level professional accounting work. Work is performed under the general supervision of a higher level accountant or other designated official in accordance with established departmental policies, rules, and regulations. Work performance is evaluated in terms of quantity and quality of production.

EXAMPLES OF WORK: (ILLUSTRATIVE ONLY)

Performs the full range of accounting activities.

Determines methods and procedures for entering data into an automated financial accounting system.

Provides direction to lower level accounting personnel.

Maintains general ledger files.

Completes periodic reviews and preparatory actions to ensure that all documents requiring posting are accomplished.

Assist supervisor in the preparation of budgets, financial reports, or other reporting requirements within the division to which assigned.

Verifies legality and fund availability for all appropriations and cash transfers.

Researches and prepares reports on individual projects showing amount authorized, funding receipts, payments and encumbrances.

Assists in the preparation of financial or other analytical statements.

Audits records on a periodic basis and prepares a report.

Assists the various auditors in conducting audits.

Acts as liaison between County and other agencies in connection with contracts, insurance programs, etc.

May be required to use automated equipment in conjunction with assigned duties and responsibilities.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of Generally Accepted Accounting Principles.

Knowledge of principles, methods, and practices of governmental accounting.

Ability to lead subordinate personnel in the accomplishment of the normal and routine accounting activities of the division to which assigned.

Ability to analyze, interpret, and submit oral and written reports on research findings.

Ability to analyze the functions and procedures of the division and suggest modifications or improvements.

Ability to establish and maintain effective working relationships with employees, County officials, and the general public.

MINIMUM QUALIFICATIONS

Bachelor's degree in Accounting or Business Administration or a related field, plus at least one (1) year of professional accounting experience; or any equivalent combination of training and experience which enable the applicant to perform the duties.

REVISED: 9/73

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