

Job Description: ACCOUNTANT II

CLASS NO. 207

EEOC CATEGORY: Professional

PAY GROUP: 8/9

FLSA: Exempt

SUMMARY OF POSITION

Performs advanced accounting functions for the Finance Division. Work involves auditing, posting, balancing, and reconciling accounts; fiscal contract administration; monitoring budgets; preparing budgets, financial statements and reports; and analyzing variances. May supervise related fiscal activities. Works under minimal supervision with considerable latitude for the use of initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS

1. **Reports to:** Finance Director.
2. **Directs:** May coordinate clerical or technical staff performing accounting and budget activities.
3. **Other:** Has contact with other Planning Commission employees, external auditors, federal state and local agencies and officials, and the general public.

EXAMPLES OF WORK

Essential Duties *

May coordinate the work of others under the direction of Finance Director;

Serves as Finance Department liaison to the Workforce Development Staff;

Prepares monthly or quarterly financial status reports, cash reimbursement requests and annual closeout reports for various grants and contracts;

Prepares various funding agency budgets and financial statements, and monitors to ensure regulatory compliance within each cost category;

Maintains and analyzes projects on a monthly basis, determines if funds are available and expenditures are properly classified, researches and analyzes transactions to resolve budget problems, and provides analysis of available funds;

Coordinates methods of processes with program managers concerning budget activity, proper expenditure coding, document preparation, and other accounting related activities;

Prepares monthly bank reconciliations for various bank accounts;

Prepares and maintains documentation for direct deposits received on a monthly basis;

Performs fiscal contract administration, including checking and verifying the accuracy and appropriateness of payment requests and monitoring for compliance;

Assists in planning and preparing the yearly single audit schedules and financial statements;

Performs monthly process of closing books;

Prepares and verifies information imported into the accounting system for payments to child care vendors;

Analyzes and prepares wire transfer requests;

* for the purpose of compliance with the Americans with Disabilities Act (ADA)

Secures the deposit of funds onto incentive cards and prepares the recording in the accounting system.

Implements schedules to perform tasks associated with special projects; and

Maintains current knowledge of rules and regulations related to federal and state grants, contracts, and subcontractor audits.

Other Important Duties *

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: generally accepted accounting principles, budget controls and auditing practices; and automated accounting systems.

Skill/Ability to: use a personal computer; learn and maintain current knowledge of rules and regulations relating to governmental accounting; work quickly and accurately with numbers; use ten-key calculator by touch; prepare and maintain financial records and reports systematically and accurately; and establish and maintain effective working relationships with other Planning Commission employees, external auditors, and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING

Master's degree in accounting, finance, or a related field plus at least two years of progressively responsible experience;

or bachelor's degree in accounting, finance, or a related field, plus at least four years of progressively responsible experience;

or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

CERTIFICATES AND LICENSES REQUIRED

None.

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