

ACCOUNTANT II

GRADE: 10

GENERAL DESCRIPTION

Performs routine (journey-level) accounting work. Work involves maintaining, preparing, posting, and balancing financial statements, records, documents, or reports. May specialize in some phase of accounting work such as federal funds accounting, property and equipment control, cost, payroll, budgeting, or bond servicing. May train others. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Prepares financial statements with schedules and exhibits.

Prepares special reports on payroll, estimates, cost data, and budget items.

Prepares and posts various vouchers and audits them for accuracy.

Audits accounting or control records for accuracy and conformance to established standards and procedures.

Researches reconciliation discrepancies and reports findings.

Recommends improvements, adaptations, or revisions to the accounting system and accompanying procedures.

Provides technical assistance to staff in handling accounting transactions.

May serve as a consultant on accounting matters to administrative, supervisory, or technical staff, and assists agency administrators in applying financial data to the resolution of administrative or operating problems.

May work with state and federal grants.

May monitor clerical work in progress and audit completed work for accuracy.

May train others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

Experience and Education

1-2 years experience in governmental or commercial accounting. Graduation from an accredited four year college or university with a Bachelors in Business Administration preferably in Accounting or Finance, with 9 hours in accounting. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of generally accepted accounting principles and procedures affecting maintenance of accounting records and of automated accounting systems.

Ability to supervise the work of others; to interpret and apply accounting theory; to work accurately with numerical detail; to analyze, consolidate, and interpret accounting data, and to train others. Knowledge in MS Word and Excel. 10 key calculator.

Knowledge in Uniform Grants Management Standards preferably. (UGMS)

Registration Certification, or Licensure