



Accountant II

DEFINITION

Under supervision, performs a variety of moderate to complex accounting work including general ledger account reconciliations; financial and budget analysis and reports; utilizes an enterprise resource planning (ERP) system in the completion of accounting work; provides direction to other Accounting and Purchasing staff; and does related work as required.

DISTINGUISHING CHARACTERISTICS

This is the journey level class in the Accountant series. Incumbent is assigned the more difficult and complex accounting tasks. Duties performed require a knowledge of financial and governmental accounting principles, auditing standards and related laws, budgetary standards and practices, payroll and sales/use tax regulations and reporting standards, and the ability to exercise independent judgement in the interpretation of related departmental and District policies and procedures.

EXAMPLES OF DUTIES

Typical duties may include but are not limited to the following:

- Monitors, analyzes and reconciles general ledger accounts and related sub-ledgers, and documents supporting activity;
- prepares and/or supervises the preparation and input of journal entries;
- reviews journal entries for accuracy and compliance with generally accepted accounting principles, procedures, and policies;
- prepares financial statements and information for compliance with generally accepted accounting principles, debt agreements and other applicable regulations;
- prepares and/or directs the preparation of a variety of financial reports and analysis;
- reconciles cash and investment accounts, fixed assets, accounts receivable, payroll liabilities and other general ledger accounts;
- reviews quarterly payroll, sales and use and federal/state tax returns and required reporting;
- prepares and transmits invoices to federal and state agencies for amounts due the District for leases, contracts, installations, and damages;
- works with other District departments and outside auditors concerning accounting records and procedures;
- analyzes and recommends changes in accounting and financial policies, systems and procedures;
- assists outside auditing firm during annual audit; and
- ensures that safe working conditions are maintained.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Financial and governmental accounting principles, auditing standards and related laws, and budgetary standards and practices;
- budgeting principles and practices;
- payroll, sales tax and other tax compliance reporting;
- computerized accounting and financial reporting;
- intermediate skills utilizing Microsoft Excel, Access, Word and Visio;
- proper English spelling, grammar, punctuation and writing practices.

Ability to:

- Utilize an ERP system;
- coordinate activities with other departments;
- create financial reports and analysis with speed and accuracy;
- prepare a variety of accounting, financial and budgetary reports and analysis;
- prepare clear and concise records, reports and correspondence;
- understand and carry out written and oral instructions;
- communicate in a clear, concise and effective manner for oral and written communication; and
- establish and maintain effective working relationships with those contacted in the course of work.

Training and Experience:

- Graduation from a university with a bachelor's degree in Accounting; and
- two years of direct accounting work experience utilizing ERP accounting software or two years experience working in public accounting.

OTHER REQUIREMENTS

- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

LICENSES AND/OR CERTIFICATIONS

- Possession of CPA certificate is highly desirable.

PHYSICAL DEMANDS AND WORKING CONDITIONS

During the course of performing job duties the employee will need the mobility to work in a standard office setting, use standard office equipment such as a personal computer, word processing and data base software, calculator, a copy and/or fax machine; enter and retrieve data from personal computers and terminals via keyboards which is often performed while sitting for extended periods of time; operate office equipment requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously. The employee frequently stands, walks, bends at neck and waist, twists at neck and waist, uses repetitive hand movement, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above shoulder level, climb or balance; stoop, kneel or crouch. This position requires that the employee demonstrate adequate hearing and speech to converse in person and over the telephone, and vision to read printed materials and use a

computer screen. The employee is occasionally required to lift and carry short distances objects such as reams of copier paper, office supplies, files, books, printed materials and other packages weighing up to 10 to 25 pounds.

The noise level in the work environment is quiet to moderate noise. Position may require the ability to work overtime and weekends as needed.

To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.

Established: July 1985
Revised: October 2008
November 2011
Approved by: Human Resources Manager