

METRO Classification Description

Title: Accountant II

Job Code: 6002

Pay Range: 15

FLSA Status: Exempt – Professional, Learned

Bargaining Unit: AFSCME 3580

Established: 2007

Revised:

Classification Summary:

Perform varied professional accounting duties. Prepare, maintain, balance and analyze financial data for posting to general ledger and other fiscal records to reflect accurate accounting and distribution of income and expenses in accordance with professional standards. Reconcile accounts and adjust discrepancies. Assist in developing and maintaining accounting systems. Prepare financial statements and schedules.

Supervision Received:

Supervision is received from a Supervisor or Manager

Supervision Exercised:

May lead or train Accounting Technicians or Specialists

Distinguishing Features:

This is the full journey-level in the professional accounting classification series. It is distinguished from Accountant I by working independently in a wider variety of moderately complex accounting systems. It is distinguished from the Accountant III classification by lower complexity of assignments; and, the class does not lead other accounting professionals. The Accountant II may assist an Accountant III in reviewing and implementing new accounting principles.

Essential Functions:

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks that an employee in this classification may be expected to perform:

1. Assures accurate recording, balancing and classifying of Metro income and expenditures in accordance with Metro procedures and accepted accounting standards and procedures.
2. Maintains financial reporting system, general ledger and budget reports; balances ledgers against statements, bills, receipts and cash on hand. Reconciles accounts and funds. Prepares financial reports and statements such as

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- summaries of department fiscal operations, fund transfers and disbursements, and annual financial statement support schedules in accordance with GAAP.
3. Determines financial information needs and requirements of Metro by interacting with other staff and users. Builds and designs the financial report layouts in the application software necessary to produce such reports.
 4. Works directly with the Information Services department to evaluate and/or implement new system and accounting software and hardware. Investigates accounting system errors to ensure A/P, A/R, P/R and G/L operate as designed and are properly integrated.
 5. Continually analyzes the various funds, financial summaries, systems and statements; recommends improvements or revisions in the accounting system or procedure. Assists in implementation of new accounting principles based on GASB and FASB.
 6. Assists department personnel in preparing and maintaining accounts of their financial transactions; audits their accounts and entries periodically to ensure compliance.
 7. Conducts special projects as requested. Compiles, analyzes and summarizes accounting data in a meaningful manner.
 8. Responds to inquiries from other departments and the public; provides information when authorized or refers to the appropriate sources.
 9. Assists with year-end audits.
 10. Monitors and reconciles individual fixed asset purchases to general ledger accounts. Develops, implements and maintains fixed asset control system.

Secondary Functions:

1. Performs other related duties as assigned.

Job Specifications:

Bachelor's degree in accounting and two years of experience in municipal accounting with knowledge of database use and maintenance and experience with financial statements and account analysis; or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

Knowledge, Skills and Abilities:

- Governmental accounting principles and practices
- Computerized accounting software systems and Excel spreadsheets
- Accurately and timely prepare accounting reports, using generally accepted accounting principles
- Assist in system design and testing
- Organize and prioritize accounting projects to meet deadlines

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- Analyze and interpret moderately complex financial data
- Communicate effectively, both orally and in writing
- Establish effective working relationships with other staff and the public
- Operate standard office equipment, such as a calculator, fax, photocopier, printer and PC

Working Conditions:

This position requires the ability to perform those activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires good general hearing (both in person and over the phone) and frequent periods of fingering, talking (both in person and over the phone), feeling, handling, and repetitive motions of the hands and/or wrists. May also require occasional standing, walking and reaching.