

Classification Description



Title: Accountant II
Department: Finance and Regulatory Services
Job Code: 6002
Pay Range: 17
FLSA Status: Exempt

Bargaining Unit: AFSCME 3580
Established: 2007
Revised: 06/2023
EEO Category: Professional, Learned

CLASSIFICATION DESCRIPTION

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. Identify actual or potential problems and recommend corrective or preventative action. Assist in developing and maintaining accounting systems. Prepare financial reports and schedules.

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 and are responsible for maintaining accounting processes, internal controls and performing policy consultation. Accountant IIs are delegated responsibility over their assigned area to ensure appropriate and correct accounting treatment and compliance with policies and procedures. It is distinguished from the Accountant III classification by lower complexity of assignments. The Accountant II may assist an Accountant III in reviewing and implementing new accounting principles.

DUTIES AND RESPONSIBILITIES

1. Assures accurate recording, balancing and classifying of Metro income and expenditures in accordance with Metro procedures and accepted accounting standards and procedures.
2. Provides advanced knowledge and guidance for assigned areas, solve complex accounting issues, research and translate technical accounting principles or policies to ensure procedural and substantive compliance. Includes compliance with several Governmental Accounting Standards Board principles.
3. Participated in accounting policy and procedure development for a variety of programs and activities. Prepares recommendations for appropriate systems and standards for implementation.
4. Researches and remains current on legal requirements, regulations and policies. Determine impact on Metro's accounting approach and/or procedures. Updates internal stakeholders, provide recommendations as requested and implement changes.
5. 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 summaries of department fiscal operations, fund transfers and disbursements, and annual financial statement support schedules in accordance with GAAP.

Classification Description

6. 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.
7. Works directly with the Information Technology 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.
8. Continually analyzes the various funds, financial summaries, systems and statements; recommends improvements or revisions in the accounting system or procedure.
9. Assists in implementation of new accounting principles based on GASB and FASB.
10. Assists department personnel in preparing and maintaining accounts of their financial transactions; audits their accounts and entries periodically to ensure compliance.
11. As requested, provides research, analysis and reports as requested to assist in department decision-making and planning for a variety of programs and issues. Review and interpret contracts and related documents for implications on current practices and procedures.
12. Assists with year-end audits.

It is the responsibility of all Metro employees to:

1. Actively participates on committees and/or attends meetings as assigned.
2. Fulfills Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability.
 - Builds and maintains positive relationships and contributes to a positive team atmosphere; engages others in ways that foster respect and trust.
 - Encourages and appreciates diversity in people and ideas – seeks to understand the perspectives of others.
 - Provides excellent customer service – assists the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations.
 - Practices continuous improvement - researches new possibilities, contributes ideas and stays current in field of work.
 - Demonstrates sustainable practices in applicable field and generally for resource use and protection.
 - Works assigned schedule (if applicable) and exhibits regular and predictable attendance.
 - Works in a safe manner and follows safety policies, practices and procedures.
 - Complies with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate.
3. Performs assigned duties during an emergency situation.
4. Performs other duties as assigned.

JOB SPECIFICATIONS

Education/Licensing and Work Experience:

Classification Description

- 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 experience, education and training which provides the equivalent scope of knowledge, skills and abilities necessary to perform the essential job duties.

Knowledge, Skills and Abilities:

- Knowledge of governmental accounting principles and practices.
- Knowledge of computerized accounting software systems and Excel spreadsheets.
- Skill in accurately and timely preparing accounting reports, using generally accepted accounting principles.
- Ability to assist in system design and testing.
- Ability to organize and prioritize accounting projects to meet deadlines.
- Ability to analyze and interpret moderately complex financial data.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish effective working relationships with other staff and the public.
- Ability to operate standard office equipment, such as a calculator, fax, photocopier, printer and PC.
- Ability to use discretion with confidential and sensitive information.
- Ability to perform essential duties and responsibilities.
- Ability to perform (with or without a reasonable accommodation) the physical demands in the work environment and operate the tools and equipment.
- Ability to successfully pass the background check and screening requirements if required for the position.
- Ability to possess a current driver's license and driving record sufficient to be insured by Metro insurance carrier if required for the position.

SUPERVISION RECEIVED

- Supervision is received from a supervisor or manager.
- The Accountant 2 works independently and most of the work is self-generated. The employee rarely needs technical advice from the supervisor or higher-level staff. Special assignments are generally given with instructions in terms of general parameters and expected outcomes. The employee consults as needed with the supervisor or program manager to clarify expected results. There is no technical review of recurring work. Review of special assignments is for conformance with generally accepted accounting principles and achievement of overall objectives.

SUPERVISION EXERCISED

- May lead or train clerical, technical and professional staff.

TOOLS AND EQUIPMENT USED; PROTECTIVE CLOTHING

- All standard office equipment including but not limited to computer and printer, fax machine and copy machines; computer software including MS based word-processing and spreadsheets.

WORK ENVIRONMENT

- Work is regularly performed in an office setting and may be done remotely.
- Minimal physical exertion is generally required. Learned physical skill is required to perform keyboarding and 10-key functions.
- Work pressures, disturbances of workflow and/or irregularities in the work schedule are expected to occur on an occasional basis.

The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties.