

Salary Schedule	MOU	Benefits
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City of Alameda
Code No. 1680
Approved by C.S.B.
February 7, 1996

ACCOUNTANT II

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DEFINITION

Under general direction performs and participates in planning and organizing responsible professional accounting and financial management work. Performs other related work as required.

DISTINGUISHING FEATURES

This is a journey level class in the professional accounting series. The work requires comprehensive knowledge of financial and/or payroll functions, municipal accounting and automated accounting systems. Work in the class is distinguished from that of lower classes in that incumbents of lower classes are more closely supervised and have less latitude for independent decisions. Accountant II incumbents perform more difficult and specialized analytical work.

EXAMPLES OF DUTIES

1. Performs and reviews a variety of accounting functions including payroll, billing, accounts payable, accounts receivable, general ledger, grants accounting, reimbursement requests, and revenue accounting.
2. Prepares and analyzes a variety of financial statements, schedules and reports.
3. Prepares complex reports regarding status of various accounts; prepares trial balances and prepares financial reports and statements; prepares working papers, reconciliations, schedules, exhibits, and summaries; prepares a variety of complex reports involving statistics, legal requirements, fund accounting and other specialized components.
4. Performs general reconciliation of all accounting transactions; prepares cash receipts vouchers and other journal entries, and makes adjusting and closing entries; posts or oversees the posting of general ledger accounts; maintains expenditure and budgetary control accounts and records; collects and reports statistical and accounting data on direct, indirect, and general costs, revenues, and reimbursements.
5. Participates in establishing, monitoring and assessing financial systems, controls and reports.
6. Analyzes and reconciles expenditure and revenue accounts.
7. Maintains special accounting and/or payroll records for City, State and Federal grant programs; prepares related reports and reimbursement claims.
8. Monitors capital improvement project expenditures and expenditure of grant funds.
9. Participates in budget preparations and administration.
10. May be responsible for accounting, financial analysis, monitoring and complying with appropriate financial requirements of major activities or capital projects which may involve state, federal or other fund sources.
11. Acts as accounting liaison with project managers, granting agencies, and external auditors.
12. May provide lead direction and training for subordinate accountants and clerical staff.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited four year college or university with major course work in accounting or business administration.

Experience: Two years of professional accounting experience. Municipal or government accounting experience is desired.

(OVER)

EMPLOYMENT STANDARDS (Continuation)

Knowledge

Knowledge of principals and practices of general, fund and governmental accounting, including financial reporting and financial statement preparation; principles of budget development and administration; auditing practices and methods; applicable federal, state and local laws; computerized financial systems.

Ability

Ability to effectively plan, organize and perform financial, accounting and related reporting activities; interpret, apply and explain established policies, procedures, rules and regulations; evaluate administrative, legislative, financial and accounting information; prepare and administer budgets; utilize computer equipment and interpret computerized information; establish and maintain accurate records; prepare clear, concise and accurate reports and financial statements; maintain level of knowledge required for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with employees and the general public; provide lead direction and training to assigned staff.

Other Requirements

Possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.