HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE:	**Accountant II**	**LAST UPDATED:**	05/26/2016
DEPARTMENT:	Financial Services	**JOB CLASS:**	
REPORTS TO:	Financial Services Manager	**FLSA DESIGNATION:**	Exempt

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Summary: Under general direction of the Financial Services Manager, the Accountant II performs complex accounting duties, including general ledger reconciliations, financial reporting and record keeping; maintains a variety of accounts and subsidiary ledgers and performs a variety of accounting functions relative to assigned areas of responsibility.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Performs professional accounting functions in compliance with generally accepted accounting practices.
- Posts data to various ledgers, registers, journals and logs according to established accounting standards and procedures.
- Prepares journal vouchers.
- Reviews various developer and sales/tax agreements, contracts, summarizes deal points to determine the accounting transaction to be processed and communicates with city partners on payments and other issues.
- Maintains an array of accounts on the general and subsidiary ledgers.
- Monitors, evaluates and reports grant activities.
- Reviews and posts cash packets from Central Cashier on a daily basis.
- Prepares invoices as needed for various city contracts and agreements.
- Prepares monthly fiscal reports, special reports and annual reports and returns relating to assigned accounts. Maintains, reconciles and audits a variety of ledgers, reports and accounting transactions to ensure accuracy.
- Enters updated information into select databases and maintains accurate records reconciling these databases to the general ledger.
- Monitors and balances various accounts including verifying availability of funds and classifying expenditures; research and analyze transactions to resolve problems relating to accounts for various city departments.
- Monitors records and analyzes various revenue accounts including verifying funds received.
- Records transactions, maintain documentation and file various reports to state agencies and federal agencies.
- Prepares end of year audit work papers for assigned accounts.
- Prepares various schedules, statements, notes and analysis in the Comprehensive Annual Financial Report.

Other Important Duties:

- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Travels to attend meetings, conferences and training.
- Stays current in GASB and FASB pronouncements and changes in the accounting profession.
- May assist with preparation of City's annual budget or supporting schedules for court accounts.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

Required Knowledge and Skills:

- Knowledge of Governmental Accounting Standards Board (GASB) requirements and Generally Accepted Auditing Principles (GAAP) related to municipal finance administration and program development.
- Knowledge of Federal, State and Local financial policies, laws and regulations, including tax laws.
- Knowledge of maintaining complex computerized general ledger systems.
- Knowledge of computers and related equipment, hardware and software for development and tracking of various accounts.
- Knowledge of municipal audit practices and procedures.
- Knowledge of City policies and procedures.
- Skill in interpreting City policies and procedures.
- Skill in effective oral and written communications.
- Skill in tracking, monitoring, and reviewing various reports.
- Skill in resolving customer complaints and concerns.
- Skill in problem solving.
- Ability to prepare clear and concise reports.
- Ability to research, analyze and evaluate new service delivery methods and techniques.

Preferred Education, Experience, and Certifications:

- Bachelor's Degree in Accounting, Finance or related field **and** three (3) years of accounting experience **and** CPA designation in Texas **or** Bachelor's Degree in Accounting, Finance or related field and five (5) years of responsible accounting experience **or** equivalent combination of education and experience.
- Certified Public Accountant for the State of Texas preferred.
- Preference given to individuals with governmental fund accounting experience.
- Must pass a pre-employment drug screening and motor vehicle record check.
- Must possess valid State of Texas Driver's License.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.

Physical Demands

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	X
Crouching – bending body forward by bending leg, spine.	X	Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	X
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	
Fingering – picking, pinching, typing, working with fingers rather than hand.	X	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	X
Grasping – applying pressure to object with fingers, palm.		Talking 1- expressing ideas by spoken word	X
Handling – picking, holding, or working with whole hand.	X	Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	X	Visual Acuity 1 - prepare, analyze data, transcribing, computer terminal, extensive reading.	X
Hearing 2 – receive detailed information, make discrimination in sound.		Visual Acuity 2 - color, depth perception, field of vision.	
Kneeling – bending legs at knee to come to rest at knees.	X	Visual Acuity 3 - determine accuracy, neatness, observe facilities/structures.	
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.	X	Visual Acuity 4 - operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	X	Visual Acuity 5 -close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling - use upper extremities to exert force, haul or tug.		Walking - on foot to accomplish tasks, long distances, or site to site.	X

Work Environment

Work performed is primarily:

(X = Primary type of work performed)

Sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.	X
Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.	
Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.	
Heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects	
Very heavy work: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.	

Equipment and Tools Utilized:

- Equipment utilized includes personal computer, copier, calculator, fax machine, and standard office equipment.

Approved By: Anita Cothran — 6-2-2016

Anita Cothran, Director of Financial Services — *Date*

Shannon Allyn — 6/2/2016

Shannon Allyn, HR Generalist — *Date*