



## ACCOUNTANT 2

Job Code: 002BOE  
Bargaining Unit: 06  
Effective Date: 11/25/1998

### Description of Work

#### General Statement of Duties

Performs intermediate level professional accounting work in the maintenance of accounts and preparation of financial reports and statements; and performs related duties as required.

#### Supervision Received

Works under the general and technical supervision of a higher level accountant, a division manager or a department director.

#### Supervision Exercised

May exercise close or technical supervision over clerical and lower level technical and professional accounting staff.

### Typical Duties Performed

The listed examples may not include all the duties performed by all positions in this class.

Maintains general departmental funds and aid grants accounts; makes allocations and performs related accounting transactions; prepares related financial reports, statements and applications; provides accounting advice and assistance to subgrantees and processes their monthly reimbursement requests.

Prepares project cost studies and analyses.

Maintains budgetary control accounts; prepares budgets, budgetary reports and statements.

Participates in preparing recommendations for future budgetary requirements and plans.

Provides accounting services to fund and project managers; reviews computer printouts, reconciles accounts, and makes journal entries.

Performs audits in accordance with an established internal audit procedure.

Reviews accounting procedures and methods and recommends changes in procedures as needed.

## **ACCOUNTANT 2**

### **Typical Duties Performed (continued)**

Prepares financial statements and periodic financial reports including monthly, quarterly and annual reports.

### **Knowledge, Skills and Abilities**

Considerable knowledge of governmental accounting principles, theories, practices and financial reporting.

Considerable knowledge of auditing standards and practices.

Considerable knowledge of financial elements of spreadsheets, database and word processing software.

Working knowledge of laws, regulations and administrative decisions pertaining to departmental accounting.

Considerable ability to use standard spreadsheet, database and mainframe computer software to analyze and forecast financial performance of funds and projects.

Considerable ability to use microcomputers, computer terminals, calculators and other equipment.

Considerable ability to apply and adapt established accounting procedures to a variety of accounting transactions, problems and situations.

Considerable ability to analyze and interpret accounting records.

Considerable ability to communicate, both orally and in writing.

### **Minimum Qualifications**

Bachelor's degree in accounting, business administration, public administration or a related field including 24 quarter credits or equivalent semester credits in accounting courses and two years of experience as an Accountant 1 or equivalent experience in maintaining accounts, analyzing financial data and preparing financial reports, preferably in a governmental accounting environment. (No substitution for education.).