

CLASSIFICATION SPECIFICATION

Accountant II

FT/PT Class Code: 4076, 4576 Pay Grade: B/C 11 FLSA: Non-Exempt Rev. 07/01/13

SUMMARY STATEMENT: An incumbent is responsible for advanced accounting activities in the analysis, maintenance, and reconciliation of financial accounts, records, and reports under the supervision of an administrative or accounting supervisor.

NATURE AND SCOPE:

Work is typically performed independently with supervision from an administrative or technical supervisor. Assignments are varied in nature and are carried out in accordance with generally accepted accounting principles and practices as well as any applicable State, federal, or local laws, rules, and regulations. Duties encompass advanced accounting functions as well as the maintenance and analysis of financial accounts, records, and reports. Incumbents are additionally accountable to State and/or federal auditors (depending on funding source).

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Maintains, reconciles, and analyzes financial accounts, records, and reports. Reconciles bank accounts as needed.
2. Prepares and/or verifies financial documents such as payment vouchers, invoices, etc.
3. Reviews financial transactions and coding to ensure conformance with applicable procedures, guidelines, and accounts.
4. Maintains and provides data for fiscal reports used to attain funding. Provides encumbrance and disbursement reports in support of such areas as special programs, the bookstore, financial aid, etc.
5. Provides expenditure projections, payroll projections, interpretation of contract/budget and program regulations, and guidance and advice in grants and fund management.
6. Analyzes departmental policies, methods, and procedures and makes recommendations for revisions to administration.
7. Maintains documents, contracts, files, and other applicable documents in storage for use in reconciliations, reports, and audits.
8. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of principles and practices of complex accounting.
- ◇ Knowledge of generally accepted accounting principles and practices.
- ◇ Knowledge of State and Federal accounting system, budgetary process, and auditing procedures.
- ◇ Skill in reconciliation and consolidation of ledgers and statements.
- ◇ Ability to interpret and forecast budgets.
- ◇ Ability to communicate effectively.

MINIMUM QUALIFICATIONS:

- ◇ Associate's degree in a relevant field and four (4) years of advanced accounting experience; or other equivalent combination of education and experience.