

## **ACCOUNTANT II**

### **GENERAL PURPOSE**

Accountant II is the journey-level classification in the Accountant series fully qualified and capable of independently performing the full range of accounting duties and can successfully complete more complex work and projects. Incumbent in this classification may provide training and guidance to less experienced employees.

### **SUPERVISION RECEIVED**

Works under the under the general supervision of the Finance Director.

**SUPERVISION EXERCISED** – None.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Perform complex numerical analyses, including interfund analyses and account reconciliations.

Maintain debt service portfolio; study cash flow; and prepare activity summaries and reports.

Establish and maintain detailed accounts relating to assessment districts, bond issues and bond servicing.

Plan and coordinate all required reporting/disclosure compliance for assessment districts and bond issues and close-out when complete.

Establish and maintain detail accounts relating to Capitola Redevelopment Agency.

Research and implement Government Accounting Standards Board (GASB) pronouncements as required by law.

Perform analysis, research and special projects for City's participation in the Public Employee Retirement System (PERS).

Perform complex research and analysis for various departments, which include jointly managing the housing loans portfolio and accounting for new low/moderate housing projects/programs with the City Community Development Department, and assisting the Capitola Redevelopment Agency.

Gather, analyze and summarize data as it relates to the City economic development projects.

Understand and administer to the City budget, including: making journal entries; understanding the mechanisms involved in making appropriations and encumbrances; and understanding the relationship of revenues to expenditures in the budgetary process.

Lead staff for planning and coordinating annual audit activities; develop and prepare financial and statistical reports, schedules and work papers.

Perform duties of Accountant I position, as necessary, and other related duties as assigned.

**MINIMUM QUALIFICATIONS****Education and Experience:**

Graduation from an accredited college with a degree in accounting or closely related field, which must include twelve (12) semester units in accounting subjects and at least two years experience as an Accountant I or equivalent position. A masters degree may be substituted for one year of experience.

**Necessary Knowledge, Skills and Abilities:**

**Knowledge of:** Generally Accepted Accounting Principles (GAAP); general principles of auditing; a familiarity with valid research and data analysis principles and applications.

**Ability to:** Interpret accounting and other financial reports; prepare clear and accurate financial statements and reports; perform complex analyses and make sound decisions and recommendations regarding matters of a technical nature; make presentations and justify recommendations before the City Council, establish and maintain cooperative working relationships with others.

**TOOLS AND EQUIPMENT USED**

Personal computer, including spreadsheet and word processing software; central financial computer system; telephone; 10-key calculator; typewriter; copy machine, fax.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands or finger, handle or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is usually quiet to moderate.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective: June 28, 2007