

**Class Title: Accountant II**

**BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Monitors expenses, projects and accounts. Analyzes and maintains financial statements and schedules. Prepares monthly financial statements. Revises the business plan. Contributes to special projects. Assists with budget preparation and records and updates standard operating procedures.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Monitors various expenses, projects and accounts by monitoring all expenses incurred for a particular event, reviewing vendor statements to ensure that all invoices are posted to the system and paid, researching any vendor related issues, sending invoices to promoters for payments, reconciling contracts, reviewing invoices for completeness, preparing and distributing monthly and quarterly reports to indicate project status, ensuring that proper accounting standards are used, maintaining records for the department, developing spreadsheets and recording expenditures for reports, assisting engineers and project managers, researching accounts and explaining financial regulations.
2	S	Analyzes and maintains financial statements and schedules by reviewing the general ledger and making adjustments to the entries as needed.
3	S	Prepares monthly financial statements by monitoring daily towing cash receipts, auditing cash balances, reviewing and approving invoices and preparing various reports and analyses as needed.
4	S	Revises the business plan by reviewing current performance measures and making recommendations to improve existing measures.
5	S	Contributes to special projects by collecting data and combining and summarizing data into relevant information.
6	S	Assists with annual budget preparation by providing technical support for the budget system and analyzing and examining divisional budgets for clarity.
7	S	Records and updates standard operating procedures by documenting accounting procedures.

CSC Adopted: October 2001, CSC Revised: \_\_\_\_\_

**CLASS REQUIREMENTS:**

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Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	One year experience.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read contracts, invoices and other correspondences.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write letters.
Managerial	Managerial responsibilities include prioritizing work to meet deadlines.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: October 2001, CSC Revised: \_\_\_\_\_

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Copier, fax machine, mail and memo distribution
Sitting	F	Computer, desk work, meetings
Walking	O	Through out office
Lifting	O	Office supplies, files, records, documents, books, manuals
Carrying	O	Office supplies, files, records, documents, books, manuals
Pushing/Pulling	N	
Reaching	O	On shelves
Handling	O	Office supplies, files, records, documents, books, manuals
Fine Dexterity	C	Computer keyboard, calculator, writing
Kneeling	O	Files, records, documents
Crouching	O	Files, records, documents
Crawling	O	Files, records, documents
Bending	O	Files, records, documents
Twisting	N	
Climbing	N	
Balancing	N	
Vision	C	Computer, desk work, reading, writing, use of office equipment, filing
Hearing	C	Telephone, co-workers, staff, supervisor, meetings
Talking	C	Telephone, co-workers, staff, supervisor, meetings
Foot Controls	N	
Other (specify)	N	

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**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, printer, fax machine, copy machine, telephone, calculator, Standard Windows and Office software, QuickBooks

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	R
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

- (3)