

CITY OF SCOTTS VALLEY
CLASS SPECIFICATION
ACCOUNTANT II

JOB PURPOSE

To perform complex technical and general professional accounting functions in the maintenance of the City's accounting system; to prepare financial statements and statistical and narrative reports; to complete the analysis and verification of fiscal records; and to analyze the need for new or revised accounting systems and to develop them. Employees in this job class work independently within a framework of standard policies and procedures. Employees in this job class supervise the work of accounting support staff as assigned. This job class is responsible for performing advanced technical/professional accounting work. This job class functions at the journey level in the professional accounting series and requires thorough knowledge of professional accounting standards and procedures.

EXAMPLES OF DUTIES

Essential Duties:

- Researches, calculates, and prepares a variety of fiscal reports and statements as assigned, including tax returns, bank reconciliations, claims for refunds, and billings;
- Prepares a variety of financial statements and reports including balance sheets, cash flow statements, schedules, etc.;
- Analyzes and verifies a variety of fiscal records; prepares summary reports;
- Trains, supervises, develops, and evaluates assigned accounting staff;
- Maintains the general ledger and supporting journals;
- Assists in budget development and administration, as directed, by collecting data, verifying information, developing projections, etc.;
- Reviews requisitions for sufficient funds; assigns account numbers and prepares requisitions;
- Monitors revenues; reviews accounts for accuracy, and prepares summary report;
- Coordinates accounting activities with data processing systems;
- Prepares grant claims and monitors grant programs to ensure grant requirements are adhered to;
- Researches legal codes and other legal requirements as directed;
- Monitors departmental expenditure budgets to ensure they are not exceeded;
- Prepares and verifies journal entries;
- Coordinates collection procedures for business taxes, rents, assessments, fees, utility billings, and other revenues;
- Monitors collections of assessments collected on the County tax roll and maintains records of assessment collections and related debt service payments, including bond calls;
- Coordinates and oversees the City's departmental fixed asset inventory records and property insurance updates;

- Interprets accounting and financial records, presenting needed information in a clear and understandable manner;
- Coordinates general accounting activities including accounts payable, payroll, and maintenance of the general ledger;
- Provides technical advice and assistance to operating departments;
- Performs internal financial audits of City departments and external business license audits, and writes audit reports;
- Performs internal cash counts;
- Updates cost allocation plan.

Marginal Duties:

- Performs related duties similar to the Accountant I position and to the above in scope and function as required.

EMPLOYMENT STANDARDS

Education and Experience:

Any combination of education and experience that provides the knowledge and abilities listed is qualifying. A typical way to obtain these qualifications would be through: Bachelor's degree from an accredited college or university in accounting, finance, business, economics or a related field, including at least fifteen semester units of upper division accounting courses; and, Two years of professional experience.

Ability to: Perform a wide variety of technical accounting assignments; analyze and evaluate accounting, ledger and fiscal problems; plan, organize, and coordinate a variety of fiscal activities and programs; ensure the accuracy of postings to accounting journals and ledgers; prepare a variety of comprehensive, clear, and concise financial reports and statements; provide clear and accurate advice, guidance, and consultation to others concerning financial and accounting requirements, records, and information; supervise, train, motivate, and evaluate subordinates; coordinate accounting systems with electronic data processing of information and reports; establish and maintain effective work relationships with those contacted in the performance of required duties; understand, interpret, and apply a variety of laws, regulations, and procedures related to fiscal operations.

Knowledge: Comprehensive knowledge of accounting theory, principles, and practices, and their application to a wide variety of accounting transactions and problems and principles of account classification; general knowledge of governmental accounting, principles, and practices; general knowledge of electronic data processing and its application to financial analysis and recordkeeping; general knowledge of laws and regulations affecting the financial operations of a municipality; general knowledge of auditing theory, principles, techniques and practices and their application to government finance; general knowledge of governmental budgetary operations.

CITY COUNCIL APPROVED: January 18, 1995