



Accountant II

Salary Group: B15

Class Code: 1014

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
ACCOUNTANT I	1012	B14	\$31,144 - \$49,134
ACCOUNTANT II	1014	B15	\$32,976 - \$52,045
ACCOUNTANT III	1016	B17	\$36,976 - \$58,399
ACCOUNTANT IV	1018	B19	\$42,244 - \$68,960
ACCOUNTANT V	1020	B21	\$48,278 - \$78,953
ACCOUNTANT VI	1022	B23	\$55,184 - \$90,393
ACCOUNTANT VII	1024	B25	\$63,104 - \$103,491

GENERAL DESCRIPTION

Performs routine (journey-level) accounting work. Work involves maintaining, posting, and balancing accounting and financial statements, records, documents, or reports. May specialize in some phase of accounting work such as federal funds accounting, property and equipment control, cost, budgeting, or bond servicing. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Maintains and balances financial statements, reports, schedules, and exhibits; processes general journal entries; and processes payment, cash, purchase, travel, and related vouchers.

Prepares periodic analyses of fund balances and expenditures; and prepares technical reports on estimates, cost data, and budget items.

Audits accounting and financial documents for accuracy and compliance with departmental policies and procedures and state and federal statutes.

Conducts an annual inventory of equipment and property.

Classifies, codes, posts, and balances financial and accounting documents and records.

Receives cash, prepares deposit slips, and maintains cash control records.

Researches and reconciles discrepancies in accounts, bank statements, or appropriation balances; and reports findings.

Reviews agency accounting records, such as expenditure, fund, appropriation, expense and revenue collection records; and ensures that agency assets are accounted for properly.

May assist in making recommendations for improvements, adaptations, or revisions to the accounting system and accompanying procedures.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in accounting and financial operations. Graduation from an accredited four-year college or university with major coursework in accounting, finance, or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of generally accepted accounting principles and procedures affecting the maintenance of accounting records and automated accounting systems.

Skill in the use of a computer and applicable software.

Ability to interpret and apply accounting theory; to interpret laws and regulations; to work accurately with numerical detail; to analyze, consolidate, and interpret accounting data; and to communicate effectively.

REGISTRATION, CERTIFICATION, OR LICENSURE

May be required to possess certification as a Certified Public Accountant (CPA) or Certified Government Financial Manager (CGFM).