

## ACCOUNTANT II

### **NATURE OF WORK IN THIS CLASS:**

This is complex professional and supervisory accounting work.

Employees in this class perform the full range of complex professional accounting duties, including independent work in specialized areas of the profession, and generally include supervisory responsibilities over the work of subordinate professional accountants and/or accounting technicians.

### **ILLUSTRATIVE EXAMPLES OF WORK:** *(These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)*

Responsible for the accounting operations of a department/agency; supervises and participates in the maintenance and preparation of department/agency records and accounts.

Makes accounting decisions and provides accounting advice on a wide variety of problems requiring adaptation and modification of the accounting system to meet the needs of the department/agency or to conform with mandated requirements.

Interprets summaries, analysis, reports and a variety of complex financial statements, advises management concerning current financial problems, future programs or financial implications involved in policy decisions; participates in policy and program planning.

Supervises and participates in the audits of financial records.

Coordinates accounting activities with other divisions and central accounting office.

Performs related work as required.

### **MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of the principles and practices of accounting.

Knowledge of the basic principles and practices of management.

Knowledge of basic principles and practices of electronic data processing.

Ability to interpret and apply pertinent laws, rules and regulations governing the accounting of government funds.

Ability to make decisions in accordance with appropriate guidelines.

Ability to design and modify accounting systems and prepare complex financial records

and statements.

Ability to analyze and interpret accounting data and make recommendations concerning financial problems, future programs or financial implications involved in policy decisions.

Ability to supervise the work of others.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

**MINIMUM EXPERIENCE AND TRAINING:**

- A. Two years of experience as an Accountant I or equivalent work and graduation from a recognized college or university with a Bachelor's degree in accounting or related field, including or supplemented by 24 semester credit hours of accounting/auditing subjects; or
- B. One year of experience as an Accountant I or equivalent work and possession of a certificate as a Certified Public Accountant in a state, territory or the District of Columbia.
- C. Three years of experience as an Accountant I or equivalent work and graduation from a recognized college or university with an Associate's degree in accounting or related field, including or supplemented by 24 semester hours of accounting/auditing subjects.


**ESTABLISHED: JULY 1980**

**AMENDED: DECEMBER 1986  
JANUARY 2005**

**PAY GRADE: L**

<b>HAY EVALUATION:</b>	<b>KNOW HOW:</b>	<b>E 11</b>	<b>175</b>
	<b>PROBLEM SOLVING:</b>	<b>D 3 (33%)</b>	<b>57</b>
	<b>ACCOUNTABILITY:</b>	<b>D 1 C</b>	<b>66</b>
			<b>298</b>

**Note: This standard supersedes all previous standards.**

  
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**VERNON P. PEREZ**  
**Executive Director**  
**Civil Service Commission**