

CITY OF GLENDALE

TITLE:	Accountant II	CLASS CODE:	317
REPORTS TO:	Accounting Manager	GRADE:	25
DEPARTMENT:	Finance	FLSA:	E

JOB SPECIFICATION DATE: July 1, 2005 bwg

JOB SUMMARY

Performs professional level staff work in one or more functional areas within the accounting division.
Performs treasury function for city.

ESSENTIAL FUNCTIONS

1. Maintains general and subsidiary ledgers, and registers and submits special, periodic, and fiscal financial reports.
2. Reconciles and analyzes General Ledger, account for governmental enterprise and minor grant funds.
3. Maintains complete cost accounting and accrual records, and prepares and submits monthly analysis of expenditures and revenues.
4. Prepares audit work papers and close-out for the fiscal year, and prepares oral or written answers to audit questions for the annual independent audit; and assists independent auditors in locating documentation to support financial records.
5. Prepares notes and financial statements for the Comprehensive Annual Financial Report.
6. Prepares and maintains various documents relating to city grants and grant accounting to ensure compliance with federal, state, and local laws.
7. Reconciles cash from the various funds.
8. Manages the city's daily cash flow.
9. Interprets and implements city's investment policy. Works with city's outside investment advisor and bank. Conducts authorized investment transactions on behalf of the city.
10. Maintains accurate records of all city transactions.
11. Prepares journal entries.
12. Prepares schedules for bond payments.
13. Prepares and files monthly tax reports, including employer taxes, sales tax, and excise fuel tax.
14. Prepares special project analysis of other related accounting and administrative work as required.
15. Answers questions from other departments and the general public regarding financial issues.
16. Prepares election financial reports.
17. May provide training to Accountant I as required.
18. Works with outside agencies (bond rating agencies, bond counsel, D.E.Q. Wastewater Revolving Fund, financial advisors) to provide assistance and timely, accurate information.
19. Represents city's financial interests in SROG-91st Avenue.

SECONDARY FUNCTIONS

20. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

Generally accepted accounting principles, practices, and procedures, and their application for governmental proprietary accounting
Federal, county, state, and local laws, codes and regulations applicable to governmental accounting
City's chart of accounts and investment policy

Skill in:

Operation of computers and applicable software

Ability to:

Analyze and evaluate accounting and auditing problems
Develop accounting data in preparation of reports and statements
Work independently
Establish and maintain effective working relationships with city staff
Communicate effectively verbally and in writing

WORKING CONDITIONS

Office setting.

MINIMUM QUALIFICATIONS

Bachelor's degree in accounting or a related field and three years of accounting experience.

Any equivalent combination of training, experience, and education that provides the required knowledge, skills, and abilities, is qualifying.