



## **City of Phoenix ACCOUNTANT II**

**JOB CODE 03220**

Effective Date: 10/13

### **DISTINGUISHING FEATURES OF THE CLASS:**

The fundamental reason this classification exists is to perform advanced professional accounting work of a varied nature in the office of the central accounts or in an operating department of the City. The Accountant II installs accounting systems as required and authorized for effective management of the City's fiscal affairs; coordinates existing and new financial data produced by the computer; trains new paraprofessional and professional technical and clerical employees. The more complex responsibilities, the assigned duties of training and supervising, the exercise of considerable independent judgment, and performance of these duties under general supervision distinguish this class from Accountant I.

### **ESSENTIAL FUNCTIONS:**

- Plans, assigns, coordinates, and supervises the work of Accountants I, Account Clerks II, technical and clerical employees involved in various accounting functions;
- Analyzes records of expenditures and encumbrances and recommends necessary changes;
- Checks and verifies the accuracy and completeness of budgetary accounting records;
- Collects data and prepares fiscal accounting reports for grants;
- Reviews and maintains general and subsidiary ledgers;
- Prepares and submits financial reports from data compiled from ledgers;
- Formulates and administers policies and procedures;
- Reviews and updates a complete set of accrual books of account;
- Prepares quarterly operating and income statements;
- Prepares work papers to justify rates and fees;
- Consults with and advises other City departments on recording transactions and fiscal record;
- Instructs employees on technical accounting and bookkeeping problems and the interpretation and application of rules, regulation, and accounting problems;
- Reads and interprets contents of intergovernmental agreements;
- Collects data and prepares necessary invoicing documentation;
- Answers expenditure and revenue questions from department staff;
- Prepares budget documents such as updated estimates, base requests, Notices of Change, Budget Adjustments, Service Level Trends, and decision packages;



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- Prepares fuel use tax returns;
- Controls collections and accounts receivable activities;
- Administers financial aspects of intergovernmental agreements;
- Prepares, examines, or analyzes accounting records, financial statements, or other financial reports to assess accuracy, completeness and conformance to reporting and procedural standards.
- Establishes tables of accounts and assigns entries to proper accounts.
- Develops implements, modifies and documents record keeping and accounting systems, making use of current computer technology.
- Develops, maintains and analyzes budgets, preparing periodic reports that compare budgeted costs to actual costs.
- Analyzes business operations, trends costs, revenues, financial commitments and obligations, to project future revenues and expenses or to provide advice.
- Maintains regular and reliable attendance.
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

### **Required Knowledge, Skills and Abilities:**

Knowledge of:

- Personal computers and word processing and spread sheet software applications.
- Accounting theory, principles, and practices and their application to various municipal accounting transactions and problems.
- Modern office management principles and practices.

Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Produce written documents such as financial statements and reports with clearly organized thoughts using proper English sentence construction, punctuation, and grammar.
- Make arithmetic calculations (Examples: adds, subtract, divide, multiply, and figure percentages and averages).
- Work cooperatively with other City employees and the public.
- Communicate orally with other City employees, clients or the general public in face-to-face one-on-one settings, in group settings or using a telephone.
- Remain in a sitting position for extended periods of time.
- Analyze and interpret fiscal and accounting records.



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- Work safely without presenting a direct threat to self or others.

### **Additional Requirements:**

- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**

Three years of professional level experience in accounting and a bachelor's degree in accounting or a related field. Other combinations of experience and education that meet the minimum requirements may be substituted.