

**CITY OF ABERDEEN  
POSITION CLASSIFICATION**

**ACCOUNTANT II**

**Salary Range:** 20  
**Union Status:** Non-Union  
**FLSA Status:** Exempt  
**Date Adopted:** 01/01; 08/11

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**DEFINITION:** The Accountant II coordinates and performs accounting professional and technical duties, leads and assists in supervising office operations; and is responsible for payroll with multi union contracts, financial records, risk management, fixed asset, and other matters relating to major accounting functions in the Finance Department.

**REPORTS TO:** Finance Director or Assistant Finance Director

**SUPERVISES:** Provides technical direction to Accounting staff.

**DISTINGUISHING CHARACTERISTICS:** This position has responsibility for coordinating major departmental functions requiring extensive knowledge of policies, practices and accounting procedures. Assignments require analysis, evaluation and application of City Code, ordinance and guidelines to departmental activities. This is an advanced professional accounting position requiring broader analytical and organizational abilities and less supervision than the Accountant I position. Most procedures are performed in a computerized environment requiring knowledge and understanding of multiple software systems.

Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are expected to work independently, setting priorities and scheduling work in accordance with established policies and procedures. Positions require sound judgment, thoroughness, and a high degree of accuracy, where failure to perform effectively and efficiently could have serious impact on municipal operations, public relations and the efficient use of resources. Positions may train subordinates in the proper work activities and procedures but do not lead or supervise work activities.

**ESSENTIAL JOB FUNCTIONS:**

Evaluates and analyzes accounting data for management use in reviewing and assessing City operations, and maintains chart of accounts.

Coordinates City's risk management program; reviews and evaluates City property and casualty insurance coverage; and updates City property schedules.

**ESSENTIAL JOB FUNCTIONS: (continued)**

Coordinates the City's fixed assets program and annually reconciles fixed assets to accounting records.

Reviews and coordinates City's grant accounting systems which includes responsibility for monitoring grants the City has received, setting up files and reporting systems, and coaching departments on compliance requirements.

Work on assigned special projects using accounting, tax, and financial expertise within the finance department or for other departments as required.

Prepares and posts monthly accounting adjusting entries, Reviews and reconciles balances and reports prior to distribution to departments.

Develops and recommends departmental policies and procedures relating to accounting and control systems.

Assists with preparation of City's Comprehensive Annual Financial Report and annual budget, accepting greater responsibility for sections of the reports than the Accountant I.

Calculates and processes daily investment based upon daily cash flow requirements.

Assists in Finance department lead and training functions, serves as a member of the department's management team, and provides backup for all Accounting Assistant positions and in preparation of City payroll. Provides backup for the Assistant Finance Director.

Monitors and reviews current City accounting systems and transactions; monitors contract, ordinance and resolution activity and generates adjusting journal entries as needed.

Assists and advises other departmental accounting positions on matters of procedure or interpretation; assists and educates personnel of other City departments regarding processing transactions to interface with the City's accounting system.

Researches and interprets City Code and ordinances to resolve and answer questions from City staff and the public regarding finance operations; evaluates and determines proper treatment for unusual situations not specifically addressed by City Code or other guidelines.

Performs other related duties as required.

**WORK ENVIRONMENT & EQUIPMENT USED:**

Most of the work is performed in a fast-paced office setting with frequent interruptions and with the need to deal with a great diversity of people. Equipment used includes cash register, multi-line phone system, computer, calculators, photocopier, FAX machines, postage machine and other office equipment.

**DESIRABLE QUALIFICATIONS AND CAPABILITIES:**

**Technical:** General accounting and fund accounting theory; generally accepted accounting principles as they apply to governmental accounting procedures; recognized methods used for internal cost and accounting controls; pertinent federal, state and City laws and regulations pertaining to accountability of funds; office procedures; and data processing equipment and applications.

Must have ability to work independently in a multi-tasking customer service, problem solving and accounting environment.

Must be able to perform accounting and mathematic computations with a high degree of accuracy.

Must be familiar with standard office equipment including personal computers and word processing, spreadsheet, and database software and be able to learn and implement City of Aberdeen's specialty software systems and procedures.

A combination of training and experience that provides the requisite skills and abilities may be considered.

**Physical:**

--Ability to occasionally lift, carry, and put away parcels weighing up to 30 pounds.

--Ability to stand, walk and drive as needed throughout the day.

--Ability to sit and use computer workstation, including keyboard and visual display terminal, for extended periods of time.

-- Finger, hand and wrist dexterity.

**Ability to:** Establish and maintain effective working relationships with peers, the general public and personnel of other departments and agencies; apply judgment and discretion in resolving problems and interpreting policies and union contracts; prioritize and complete assigned work with minimal supervision; communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Experience, education, or training which provides the level of knowledge, skill and ability equivalent to:

Bachelor's Degree in Accounting, Finance or Business Administration with four years professional level accounting experience preferably with governmental accounting.

Advanced experience in payroll processing which includes complying on all levels with federal, state and local laws and regulations. Must also be familiar with working in a multi union contractual and governmental environment.

Note: Monthly payroll processing for 168 full-time positions and approximately 35 temporary employees.

**LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:**

Washington State Drivers' License.

Must be bondable.