

CITY OF CARSON

Title: ACCOUNTANT II

Job Summary:

Under the direction, organize, analyze and prepare complex financial records, reports and related documents; conduct special projects, studies and surveys.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Analyzes and prepares a variety of complex financial statements and reports; draws conclusions and makes recommendations.
2. Assures compliance with laws, codes and regulations governing regulatory and municipal accounting.
3. Compiles and summarizes complex financial data; reconcile assigned accounts; prepare cash projections and graphs to assist in cash flow management.
4. Confers with administrators to report and discuss the status and progress of special assignments; provides technical expertise and assistance.
5. Analyzes and reconciles fund charges and direct necessary fund transfers; review and approve requisitions for goods and services.
6. Prepares and submits a variety of financial reports to local, state and federal regulatory agencies and government offices.
7. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and Experience:

A bachelor's degree or equivalent in accounting, finance or related field. Two years of increasingly responsible experience in professional accounting.

Knowledge of:

- . Principles and practices of governmental accounting.
- . Laws, rules and regulations related to municipal accounting.
- . Analysis of financial statements and reports.
- . Software applications related to accounting.
- . Personal computers and related software.

Skill and Ability to:

- . Perform a wide variety of professional accounting duties.
- . Analyze and maintain complex financial systems.
- . Communicate effectively both orally and in writing.
- . Analyze and prepare a variety of complex records, reports and other financial documents.
- . Prepare special reports and projects as assigned.
- . Read, interpret, apply and explain codes, rules, regulations, policies and procedures.
- . Meet schedules and time lines.
- . Provide technical expertise and information regarding accounting principles, practices and policies.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- . Require vision (which may be corrected) to read small print.
- . Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- . Perform work which is primarily sedentary.
- . Is subject to inside environmental conditions.