ASHEVILLE, NORTH CAROLINA

Classification Specification

Accountant II
Job Code: 1560
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to perform accounting and reporting functions for fixed assets, construction in progress accounts, and other accounts for the City as assigned.

Distinguishing Characteristics:

This classification is the second level in the Accountant series and is distinguished from lower levels in this job family by increasing degrees of scope, independence, responsibility, decision-making, as well as possession of a bachelor's degree and two years of experience in accounting.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Manages, reviews, and reconciles fixed asset accounts: updates fixed asset operating records and spreadsheets; monitors and reviews acquisitions and disposals and enters into accounting software; makes appropriate journal entries; analyzes related reports; reconciles fixed assets and depreciations; identifies, researches, and corrects discrepancies; runs depreciation for assigned funds; reconciles sold assets and updates related records; conducts inventory of fixed assets; compiles donated water easements document; searches accounts for fixed assets requiring capitalization; and prepares fixed asset notes for the Comprehensive Annual Financial Report (CAFR).

Performs accounting functions for assigned accounts: enters and posts financial data; prepares and approves journal entries; reconciles accounts; calculates data and enters data into computer systems; researches errors and

makes corrections as required; ensures timely, accurate, and complete preparation of financial statements for internal purposes, or as required by various reporting authorities; maintains financial records; and prepares and submits mandatory reports.

Tracks and analyzes construction in progress accounts and projects: reviews records, revenues, and expenditures; and completes and updates related records and spreadsheets for construction in progress accounts.

Performs balance sheet reconciliations for assigned accounts, such as due to/due from accounts, interfund accounts, pooled cash accounts, fleet accounts, parking violation accounts, etc.: analyzes reports; completes regular and retainage reconciliations; identifies, researches, and corrects discrepancies; updates and maintains related records and spreadsheets; and creates and enters related journal entries.

Performs accounts receivable reconciliations for assigned accounts: runs and analyzes reconciliations; identifies, researches, and corrects discrepancies; updates and maintains related records and spreadsheets; and creates and enters related journal entries.

Reviews journal entries completed by other City staff: verifies accuracy and completeness; and approves entries or requests changes.

Performs other accounting duties in support of department operations as assigned: participates in special projects; researches, compiles and prepares reports; analyzes data and makes recommendations; serves on committees; and submits all mandated reports to regulatory agencies or others as required.

Communicates with supervisor, other City employees and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, spreadsheets, financial records, depreciation schedules, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's degree in Accounting, Business Administration, or a related field required; supplemented by two years of experience in accounting; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: None.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.