

County of
HENRICO
Virginia

CLASS SPECIFICATION FOR
Accountant II

~~**GENERAL STATEMENT OF DUTIES:** Assists in maintaining a complex system of accounts and records and performs varied and moderate-to-difficult professional accounting work; does related work as required.~~

DISTINGUISHING FEATURES OF THE CLASS: The employee in this class develops, reviews and modifies accounting procedures, systems and policies and is granted considerable latitude for discretion and the exercise of professional judgment in daily work and assignments. The incumbent may supervise or serve as lead worker over Accountants I and clerical personnel, providing direction and guidance in the installation or modification of accounting systems, procedures and processes. Receives general supervision and policy guidance.

EXAMPLES OF WORK (illustrative only):

- Advises department heads and other officers on accounting policies and interprets and applies them to various County financial and administrative functions;
- Conducts special accounting studies and analyses of various activities of the County government;
- Reconciles bank accounts to general ledger and prepares department monthly reconciliations and statistical reports;
- Makes entries recording investment maturities and interest earned;
- Matches cash receipts to the proper open miscellaneous accounts receivable;
- Establishes a variety of database and spreadsheet information to develop management reports;
- Analyzes and interprets budget reports and cost allocation reports, making corrections and adjustments to accounts and interpreting reports for staff as needed;
- Monitors special grants and prepares reports for granting agencies;
- Makes bank deposits;
- Answers inquiries and reviews requisitions and non-encumbered invoices for services or for purchasing needed items;
- Handles and oversees agency's inventory function;
- Assists in budget preparation and review;
- Assists in preparing and providing information for auditors;
- Processes contractors' estimates for payment for new construction;
- Prepares billing to customers for new construction costs;
- Prepares documents for reimbursement of federal or State grant funds;
- Conducts special projects or assignments as directed;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of the principles, methods and practices of accounting; knowledge of GAAFR (Governmental Accounting, Auditing and Financial Reporting), published by the National Committee on Governmental Accounting; good knowledge of the principles underlying the laws, ordinances and regulations governing financial operations; knowledge of modern business management practices; ability to understand complex instructions, policies and data, including federal regulations; some knowledge of data/information processing applications and procedures; skill in the use of personal computer software, including commonly utilized spreadsheet and statistical packages; ability to analyze data using a computer and to produce customized reports; ability to devise and apply accounting procedures and systems; ability to plan, organize and direct the installation of accounting systems and procedures; ability to analyze and interpret fiscal and accounting data and to prepare appropriate statements and reports; ability to present ideas and recommendations clearly and concisely, both orally and in writing; ability to supervise or lead the work of others; ability to establish and maintain effective and harmonious team relationships with coworkers; good professional judgment.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a bachelor's degree in accounting and two (2) years of related successful professional accounting experience, preferably including some supervisory experience; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

BA13
Revised 03/12/01
G

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.