

Job Description

Job Title: Accountant II

Job Code: 900801

Job Family: Finance

Pay Grade: JC.17.17

FLSA: Exempt

EEO: Professional

Department/Agency: Countywide

Position Number(s): Multiple

Recommended Position Title(s):

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

Essential Duties:

- Prepares, or guides others in the preparation of, manual and computerized ledger entries, original entries, accrual entries, reconciliations, trial balances, and other fiscal record keeping work; completes complex or difficult adjusting entries affecting several subsystems of a departmental or County-wide accounting system; performs a specialized accounting function in an area such as tax, grant, or cost accounting; prepares complex audit work papers for internal and external auditors.
- Establishes tables of accounts and assigns entries to proper accounts; examines and analyzes fiscal documents to ensure adherence to established internal controls; verifies the accuracy of accounting records and transactions and effectiveness of record keeping systems; gathers, analyzes and evaluates diverse accounting data; develops trends, forecasts, and projections; based on analysis, makes recommendations on the fiscal operation of a department; participates in financial, compliance, and operational audits of County departments, courts, and special districts; investigates and resolves internal audit issues.
- Examines or analyzes accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards; statistical and narrative statements and reports requiring extensive analysis and interpretation of data; prepares a variety of complex accounting, statistical and/or narrative financial statements or reports requiring analysis and interpretation; consolidates financial data for reports; reviews and interprets Governmental Accounting Standards Boards (GASB) statements for incorporation into statements.
- Develops, modifies, implements, and maintains an automated financial tracking and recordkeeping system to improve efficiency of the accounting unit and to maintain the integrity of the information generated; performs testing for process improvements to recordkeeping systems; reviews and recommends the installation of new or revised accounting systems, procedures and records.
- Communicates verbally and in writing with internal and external contacts in order to resolve discrepancies and exchange or update information; explains rules, regulations, and policies regarding fiscal programs to staff to ensure compliance with accounting policies and procedures; advises officials and departmental personnel on accounting and fiscal actions and procedures, such as resource utilization, tax strategies, and comparison of actual expenditures and revenues to budget; surveys operations to ascertain accounting needs and to recommend, develop, or maintain solutions to business and financial problems; advises management on accounting standards and procedures and on a variety of accounting problems; determines and implements procedures to enhance customer service.
- Prepares calculations and reports for expenditures/revenues and claims from a variety of data and accounting records; prepares, evaluates, justifies, and maintains accounting controls.

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Supervisory Responsibilities:

- Yes No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

Minimum Job Requirements:

Bachelor's degree in Accounting, finance or a closely related field (with at least 15 semester hours of accounting coursework); four (4) years of professional-level accounting experience; successfully pass a criminal history check; and possess a valid driver's license with an acceptable driving record.

Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.

Preferred Job Requirements:

Master's degree in Accounting, finance or a closely related field; Certified Fraud Examiner (CFE), Certified Public Accountant (CPA), Chartered Accountant (CA), Certified Internal Auditor (CIA), Certified Government Auditing Professional (CGAP), and/or Certified Government Financial Manager (CGFM).

Education/Experience Substitutions:

- Yes No Experience may be substituted for degree.
- Yes No Education may be substituted for experience.

Physical, Environmental, and Special Working Conditions: