

ACCOUNTANT 2

Job Code	Pay Grade
10140	CL15

Nature of Work

This is professional accounting work in the maintenance and review of fiscal records. An employee in this class maintains accounts and ensures accounts are in compliance with federal, state and local laws, rules and regulations.

Work may involve development of accounting procedures or techniques to meet the specialized needs of the department. Independent professional judgment and troubleshooting are used. Duties may also include computerized processing, which may include Oracle or other relational data bases, maintenance, reporting and analysis of complex financial systems records. Work differs from the Accountant 1 class in that at this level the employee is responsible for one or more major, high profile programs or operations, such as those with county-wide scope. Additionally, the finality of actions and the consequence of error are more pronounced at the Accountant 2 level. Duties are performed in accordance with county laws and established policy and procedures.

Minimum Qualifications Requirements

- 5 years experience in recognized accountant work; or
- Associate's degree (or two years of other related college level education), plus 3 years experience as an accountant; or
- Bachelor's degree in accounting, business administration or other related field, plus 1 year experience in accountant work; or
- Master's degree in accounting, business administration or other related field; or
- An equivalent combination of education, training and/or experience.

Appointing Authority May Also Require

- A Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Maintains the accounting records according to established account classifications including cash books, subsidiary journals, encumbrance accounting and general ledgers; posts entries to these books from supporting records; makes adjusting entries; prepares financial statements from accounting records.
- Audits ledger accounts, payrolls, and invoices of departments for mathematical correctness and legal compliance; examines and verifies all revenues from all sources; reconciles book balances with bank balances.
- May perform data processing related duties including using available statistical packages which may include Oracle or other relational data bases or programs, encoding data, data entry and retrieval, and routine computer terminal operations and programming/reprogramming.
- Researches and conducts specialized studies; makes recommendations to department management.
- Monitors all county-wide expenditures for capital improvement projects; sets up yearly books; determines accounts to be used; recommends budget transfers.
- Extracts reports; schedules and monitors the flow of financial data through various modules of the financial accounting system for internal controls and data integrity.
- May use various mainframe and micro computer software tools, including an automatic scheduler, an online report viewer, an interactive computing and control facility (ICCF) for operating systems, job control language, and upload/download techniques.
- Maintains the procedure manuals through the direction and review of the supervisor.
- Miscellaneous responsibilities may include research and development of a revenue sources document; and maintain the records for the imprest funds.
- May supervise subordinate clerical and technical staff involved in accounting and support functions.
- Performs related work as assigned or required.

ACCOUNTANT 2 (continued)

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Knowledge, Skills, and Abilities

- Knowledge of generally accepted accounting principles and procedures.
- Knowledge of federal and state payroll and retirement laws.
- Ability to prepare complete accounting reports and statements of moderate complexity.
- Ability to rapidly acquire considerable knowledge of the legal, administrative and procedural regulations encompassing work assignments.
- Ability to analyze complex batch/online reports, online screens, and file dumps.
- Ability to effectively communicate and interact with all levels of employees, including programmer/analysts, production control, departmental users of the financial reports, external auditors and the State Comptrollers Office.
- Ability to learn and produce reports in a fourth generation language.

For official use only

Revised	EEOC Code	Overtime Code
5/09	Professionals	Classified