



# JOB DESCRIPTION

<b><i>Title</i></b>	<b>Accountant II</b>	<b><i>Created</i></b>	March 2009
<b><i>Department</i></b>	Various	<b><i>Revised</i></b>	August 2018
<b><i>Job Class</i></b>	A 14 4	<b><i>Safety Sensitive</i></b>	No
<b><i>Labor Union</i></b>	AFSCME Local 2746 Courthouse/Roads	<b><i>FLSA</i></b>	Non-exempt

## ***Purpose***

Perform a wide variety of standardized and complex accounting duties associated with validation, examination, coding, reporting, and reconciliation of fiscal, financial and statistical records and special assignment or studies as determined by the Department Head. Analyze, verify, prepare, and submit reports and filings. Assist departmental staff on time entry procedures in payroll software. Responsibilities may include advanced word processing, document preparation, report writing, data tracking, research and analysis, customer service and managing several ongoing projects and tasks as assigned by the Department Head.

## ***Essential Functions***

Actual assigned duties of an Accountant II may include any combination of the following tasks as well as any additional duties as may be assigned by the Department Head:

- Perform accounts receivable duties including acceptance of monies and auditing departmental deposit remittances, maintenance of cash receipts journal, balancing of monies and preparing for and depositing funds into appropriate accounts or disbursing to other agencies and monitor contract award amounts as properly collected.
- Maintain contact with various vendors to respond to questions or resolve problems.
- Perform accounts payable duties including creation of purchase orders and vouchers, , check mathematical accuracy and proper appropriations cited, post to appropriate ledger or input on computer terminal. Determine purchases as capital fixed assets or standard items to be expensed according to county policy and proper accounting standards. Provide assistance to department staff and outside vendors regarding payables and maintenance of contracts.
- Act as a liaison to assist with the department's procurement card process.
- Aid in training the department and answering questions regarding the procurement card program. Reconcile the departments transaction log reports to monthly procurement statements.
- Determine the need for and prepare general ledger journal entries and transfers, upon approval of management.
- Perform various other accounting related tasks, e.g. maintaining and collecting Accounts Receivable from various billing agencies.
- Prepare special projects and reports relating to budget, grants, vehicles, etc. as assigned by Department Head.
- Train staff on payroll time entry and review submitted time entry for accuracy and



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reasonableness. Clarify and eliminate any discrepancies with time entry. Maintain related files and reports. Respond to departmental employees' questions and concerns regarding the payroll.

- Reconcile and process payments in a timely manner. Prepare and submit journal entries, if necessary, to reconcile payroll liabilities.
- Create, write and prepare reports using necessary software as needed for information related to the departments, budget preparations, and funding sources. Assist, when required, other department personnel in generating reports needed for various projects.
- Perform department reception and customer services duties; professionally greet visitors, respond to incoming telephone calls, determine nature of call and provide accurate information to forward to appropriate person or department; respond to inquiries and/or complaints directed from the public; pick up, sort and distribute mail; perform basic office tasks (fax, photocopy, e-mail, etc.)
- Compose and/or word process a variety of documents such as letters, memos, reports, charts, agendas, legal notices, etc. Verify correct grammar, spelling and format.
- Develop and maintain department procedures, routines and filing systems. Accurately enter, save and retrieve data electronically.
- Follow all safety rules and procedures established for work areas.
- Provide assistance to other administrative personnel as workload or staffing levels dictate.
- Maintain work area in a clean and orderly manner.

### ***Mandatory Qualifications***

Thorough knowledge of accounting practices/bookkeeping, (knowledge of governmental accounting and fund accounting specifically). Knowledge of general office practices and procedures, prior cash handling experience, operation of standard office equipment, data entry, and spreadsheet applications. A four-year degree in Accounting or Business Management or commensurate experience in accounting or closely related field. Broad knowledge of general accounting and financial analysis techniques. A minimum of three years' experience performing similar duties.

### ***Desired Qualifications***

Previous experience in local government accounting. Knowledge of specific software programs utilized within the county.

### ***Physical Demands***

Physical demands of position are minimal involving the moving of materials, books, files, etc., weighing up to 5 pounds. Flow and character of duties require normal mental and visual attention along with manual coordination for at least 50% of the work period.

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## ***Working Conditions***

Usual office working environment.

## ***Supervisory Responsibility***

Supervision is not a typical responsibility of this position. May provide information and assistance to new personnel in department regarding procedures and policies.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.

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