Accountant II

Class Code: 016

Bargaining Unit: Non Represented Employees

WASHINGTON COUNTY, OREGON
Established Date: May 1, 1995
Revision Date: May 10, 2023

SALARY RANGE

$36.02 - $43.77 Hourly

PURPOSE:

To perform a variety of professional level finance and accounting duties in the areas of cost allocation, financial reports, accounts analysis and reconciliation, financial information systems development and testing; participate in the development of personal computer-based programming, training, and application; evaluate accounting systems and implement changes.

DISTINGUISHING CHARACTERISTICS:

This is the full journey level class within the professional Accounting series. Employees within this class are distinguished from the Accountant I by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Accountant I level.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from an Accountant of a higher level or a manager.

May exercise functional and technical supervision over assigned administrative support or professional staff.

ESSENTIAL JOB DUTIES:

Duties may include, but are not limited to, the following:

1. Develop and test proposed changes to the Financial Management Information System; develop and maintain PC based programming to automate account transactions and reconciliation's; develop indirect cost allocation plans and create trial balances, lead sheets, and accrual work papers on electronic media for use by independent auditors.

2. Develop annual indirect cost allocations to determine true cost of services and maximize reimbursement form grant and contracted services; review and streamline accounting procedures used; and work with data processing to maintain data integrity and system balance.

3. Analyze and reconcile County ledger activities to grant reports, bank statements, payroll and other reports; monitor project accounting with the County.

4. Review County's internal controls and make necessary recommendations; maintain records and accounts necessary to comply with grant procedures.

5. Assists in creating a positive and supportive work environment; enforces a safe workplace; establishes a culture of teamwork and communication; creates a workplace that promotes the organizational values of workplace diversity, equity and inclusion and actively promotes an environment respectful of living and working in a multicultural society.

6. Provide personal computer training on spreadsheets, word processing and data base application; provide instruction on FMIS and access to database through system inquiry and reporting language distribution processing and reporting.

7. Act as liaison between County and school districts, cities, and other jurisdictions; advise user departments on accounting procedures.

8. Perform specialized accounting studies as assigned.

9. May supervise assigned accounting staff.

10. Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:
• Generally accepted accounting principles, systems, procedures, and controls.
• Principles, practices, and procedures of finance.
• Regulations affecting financial operations.
• Mainframe and personal computer accounting applications.
• Cost accounting and cost allocation methodology.
• Personal computers and related software, including data transfer.
• Principles and practices of supervision.
• Internal controls and auditing procedures.
• Public sector accounting needs, administrative organization and regulations affecting financial operations.

Ability to:
• Understand and analyze the management accounting needs of a large governmental organization.
• Analyze and/or create accounting solutions using automation techniques.
• Transfer or download information between computer applications or environments to provide

special accounting analysis and reporting.
• Communicate effectively both orally and in writing.
• Supervise assigned staff.
• Establish and maintain cooperative working relationships with individuals, whether members of the public or coworkers, from diverse groups and backgrounds.
• Prepare and evaluate a wide variety of accounting reports and studies.
• Establish and maintain fiscal records.
• Evaluate and make recommendations on internal controls.

MINIMUM QUALIFICATIONS:

• A Bachelor's Degree in finance or accounting; **AND** two (2) years of progressively responsible professional accounting experience performing budgetary or financial analysis, or auditing**.**