

City of Dallas
Classification Specification

Title:	Accountant II	Class Code:	18012
Application:	Career Series	Pay Grade:	G
Supplemental/Code:	Professional/2	Established:	10/1/94
FLSA Status:	Non-Exempt	Revised:	10/01/14

Position Purpose:

Performs accounting duties of low to medium complexity in a department or the City Controller's Office to effectively realize the department's accounting goals.

Essential Functions:

1. Executes various aspects of an accounting system of low to medium complexity, such as account reconciliation, grant fund reimbursement, preparation of payment histories, etc., for periodic review by supervisors to ensure that City accounting policies and standards are met.
2. Produces various financial reports to enable management to make sound financial decisions.
3. Supervises cash deposits, receivables, payables, revenue or general ledger activities to ensure accuracy and compliance with state tax code, departmental internal controls, and city policies and procedures.
4. Responds to information requests including compiling data, analyzing results, and summarizing findings.
5. Makes recommendations for improving the accounting system.

Performed Depending on Location:

6. Prepares, reviews, processes, and approves payment of contractor, consultant, land acquisition, and provider payment vouchers, and professional services, maintenance, and miscellaneous contract-related transactions in a timely manner to ensure compliance with departmental and city policies and procedures.
7. Supervises a clerical staff including hiring, training, performance evaluations and other personnel actions to ensure quality and productivity standards are maintained.
8. Reviews financial records to verify accuracy of operational & financial reports.
9. Performs other duties as assigned.
10. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills, and Abilities Required to Perform Work:

Knowledge of the principles, practices, and procedures of accounting.

Knowledge of basic office machines and computerized accounting systems.

Knowledge of city administrative directives related to accounting procedures and the accounting system.

Ability to communicate effectively both orally and in writing.

Ability to make mathematical calculations, prepare financial reports, and maintain financial records.

Ability to supervise the work of others.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Working Conditions and Hazards:

Works in normal office conditions.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.