



ACCOUNTANT II
Effective: June 22, 2020

DEFINITION/PURPOSE:

Performs professional level accounting duties preparing, maintaining, analyzing, auditing, reconciling, and verifying financial records specific to housing portfolios, Section 8 and potential construction, and to perform other work as required.

SUPERVISION RECEIVED AND EXERCISED:

Operates under the direct supervision and direction of the Finance Director.

This classification exercises direct supervision over lower level accounting staff.

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

- Prepares complex accounting records and transactions; reviews accounting records and transactions for accuracy; analyzes records and transactions in order to project results; prepares large or complex federal or state claims; performs professional accounting and auditing duties; ensures financial solvency of assigned accounts.
- Oversees the preparation of or prepared a variety of comprehensive financial, narrative, and statistical reports, including the Comprehensive Annual Financial Report, internal audit reports, state and federal reports and special district reports; prepares and submits mandated reports within established timeframes.
- Calculates, posts, audits, and adjusts journal entries; updates accounts to reflect revenue and expenditures; audits accounts for errors and makes appropriate adjustments; coordinates and reconciles different computer financial systems; reconciles various financial statements to ensure accurate fund accounting; matches financial statements with cash amounts; reviews and approved account transfers and other transactions.
- Communicates with HACM staff, governmental agencies, and outside organizations to exchange information, coordinate activities, and resolves issues and concerns.
- Assists with gathering reports and analyzing data for the preparation of the agency cost allocation plan.
- Works with auditors to ensure timely preparation of annual audited financial reports and various tax filings

- Maintains current knowledge of and complies with applicable laws, codes, rules, regulations, established policies and procedures, and with generally accepted accounting principles; ensures accuracy of input and output data.
- Ensures integrity of financial information provided to the Board of Commissioners, state and federal officials, auditors, and HACM staff; makes corrections to balance sheet accounts; reviews reconciliations; such as, warrants, payables, cash, and investments; performs variance analysis and makes appropriate corrections.

Knowledge of:

- Generally Accepted Accounting Principles
- Internal control systems and general ledger
- Methods, procedures, and terminology used in professional accounting.
- Financial statement and report analysis; techniques of financial forecasting.
- Principles, practices, and techniques of financial and statistical recordkeeping.
- Principles, practices, methods, and techniques in preparing financial statements and comprehensive accounting reports
- Principles and practices of governmental accounting

Skill and Ability to:

- Interpret, explain, and apply legal and procedural rules, regulations, policies, procedures, and requirements.
- Interpret and apply professional and accounting principles and standards.
- Gather, organize, and evaluate data.
- Review, reconcile, and analyze financial statements and reports.
- Apply principles and practices of governmental accounting.
- Perform mathematical calculations.
- Meet schedules and timelines.
- Operate standard office equipment, including a computer and standard software.
- Communicate effectively, both orally and in writing; Provide excellent and courteous customer services and establish and maintain effective working relationships.
- Plan, assign, continuously train, and evaluate assigned Accounting department clerical and technical staff. Monitor and adjust workload to fulfill department assignments.
- Participate in the selection of department staff. Responsible for department employee training, motivation, supervision, and evaluation. Recommend salary increases and disciplinary action.

Licenses and Certificates – Must possess and maintain an applicable California Driver License and a driving record acceptable to the Authority.

Physical Abilities and Work Environment – Must be able sit for lengthy periods of time in an indoor office environment, stretch, bend, and operate keyboard equipment. Have the visual and auditory capacity to operate with the perception and discrimination required by the classification. Be able to lift up to 25 lbs.

Other – Provide proof of US citizenship or, if an alien, either lawful admission for permanent residence or authorization for appropriate work by the Immigration and Naturalization Service.

- Be insurable by the Housing Authority's insurance carrier.

EXPERIENCE AND EDUCATION GUIDELINES:

Any combination of experience and education that would be likely to provide the required knowledge and abilities could be qualifying, as determined by the Authority.

Typical ways to acquire the required knowledge, skills, and abilities are listed below:

Education: Completion of the requirements for a bachelor's degree, from an accredited college or university, in accounting, auditing, or a related field with an emphasis in accounting or auditing

AND

Experience: Three (3) years of experience performing full working-level accounting/auditing duties with a CPA firm, a public agency or private sector, of two years of experience at a level equivalent to an Accountant-Auditor II at Housing Authority of the County of Monterey.