

ACCOUNTANT II

NATURE AND PURPOSE OF WORK

Classification is comprised of positions in the Department of Finance and Management, whose purpose is to ensure timely and quality accounting records with a higher level of responsibility than that of an Accountant I. Positions of this class perform accounting work requiring knowledge of the theory and practice of recording, classifying, examining, and analyzing fiscal transactions, in addition to the interpretation of the general ledger, subsidiary ledgers, and reports submitted by others. Positions work under the direction of the Chief Accountant, and will act as lead workers, but are not supervisory positions.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent perform all of these duties.)

Analyzes effects of transactions upon account relationships, and evaluates alternative means of treating transactions. Participates in planning, development and revision of accounting systems. Interprets meaning of accounting records, reports, and statements, prepares accounting entries, and advises operating officials on accounting matters. Assists and trains others on the proper application of accounting policies and procedures. Recommends improvements, adaptation, or revisions in the accounting system and/or procedures. Assists superiors in gathering and evaluating cost data and audit information, in correcting entries, and with any detailed research project as may be assigned.
Performs related work as required.

NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of theory and practices of accounting related to the area of assignment as obtained from an accredited college or university, to include knowledge of governmental accounting principles and methods and their application to public utility accounting.

Considerable knowledge of the data available for developing reports and of the accounting and statistical methods required to summarize this data in a manner meaningful for making managerial decisions.

Knowledge of computer applications as required by area of assignment.

Ability to review fiscal and other types of information gathered by others and make recommendations for alternative lines of action.

Ability to communicate effectively, orally and in writing, with superiors, subordinates and others.

Ability to meet deadlines in carrying out duties.

Ability to deal with people in a courteous, tactful, and effective manner.

NECESSARY QUALIFICATIONS

Undergraduate degree with a major in Accounting from an accredited college or university, a certification of Public Accounting in the State of Louisiana, as evidenced by a passing grade on the Certified Public Accountants exam, and at least one year of service as an Accountant I; or the equivalent if incumbent has worked in another jurisdiction.