



**TAHOE CITY PUBLIC UTILITY DISTRICT**  
**Job Description**

**Job Title:** Accountant II  
**Department:** Administrative Services  
**Supervised By:** Chief Financial Officer  
**FLSA Status:** Exempt  
**Revised as of:** January 2016

**JOB SUMMARY**

To perform a variety of professional accounting duties related to the preparation of financial statements, review of fiscal records, and monitoring of financial transactions in accordance with prescribed accounting systems and generally accepted principles of accounting and auditing.

**DISTINGUISHING CHARACTERISTICS**

The Accountant II is the journey level professional classification in the Accountant series. This is a responsible position with emphasis on professional expertise, critical thinking and independent judgment and decision-making. The Accountant II classification is distinguished from the Accountant I by the ability to perform the full range of duties assigned, with only occasional instruction or assistance as unusual or unique situations arise. Progression into the Accountant II level job class is based on the employee's attainment of the qualification standards of the II level, an ability to perform the full scope of the work and meet performance expectations, and the business need for positions at the II level.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Chief Financial Officer.

May exercise technical and functional supervision over technical and support staff as appropriate.

**ESSENTIAL FUNCTIONS**

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Perform all aspects of general accounting work as directed.
- Assist in the implementation and modification of accounting procedures and systems.
- Provide direction to the organization and work of accounting technical and support staff including subsidiary ledgers and reconciliations.
- Assist in preparation of the annual budget.
- Assist with the annual audit.
- Prepare and complete the month- and year-end close process.

- Review operating department invoices for proper expense distributions and approvals.
- Perform grant administration, including preparation and reconciliation of reimbursement claims.
- Implement and maintain fixed asset control records.
- Operate a variety of automated office and computerized financial information systems.
- Maintain regular attendance to conduct job responsibilities.
- Establish and maintain effective working relationships with co-workers and all others contacted in the performance of assigned duties.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

## **ADDITIONAL DUTIES AND RESPONSIBILITIES**

- Prepare ad hoc reports as requested.
- Recommend or implement changes in accounting and auditing systems and procedures.
- Perform all other duties as assigned.

## **EMPLOYMENT STANDARDS**

### **1. Knowledge of:**

- Principles and practices of governmental accounting, auditing and financial reporting.
- Pertinent local, State and Federal laws, rules and regulations, especially as related to accounting, auditing and grants.
- Methods and techniques of effective technical report preparation and presentation.
- Principles of administration, supervision and program planning.
- Financial management information systems.
- Intergovernmental appropriations or subventions.
- Modern office equipment and methods including use of computer applications in word processing, spreadsheet, database and graphic presentation.
- Safe work practices.
- Principles and practices of customer service.

### **2. Ability to:**

- Independently apply accounting principles to the maintenance and reporting of financial and accounting transactions and audit of financial records.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.
- Effectively use automated office and computerized financial information systems.
- Monitor accounting activities relative to compliance with local, State and Federal requirements and professional standards.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Understand both oral and written instructions and carry out in a positive manner.

- Establish, maintain and foster positive working relationships with those contacted in the course of work.

## **EDUCATION AND TRAINING REQUIREMENTS**

### **1. Education and Experience Requirements:**

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university in accounting or a related field.

Experience: Two (2) years of progressively responsible experience performing accounting functions comparable to that of an Accountant I with the District.

### **2. Certification & Licensing Requirements:**


- Possession of appropriate and valid driver's license and driving record that complies with District policy.

## **WORKING CONDITIONS**

Work is performed in a typical temperature controlled office environment subject to typical office noise and conditions. (See detailed Job Analysis for a more complete list of physical and mental requirements.)

**Reviewed by:** 

**Date:** 01/15/2015

**Classified by:** 

**Date:** 01/15/2015

**Approved by:** 

**Date:** 01/15/2015