



# CITY OF OMAHA CLASS SPECIFICATION

## CLASSIFICATION TITLE: ACCOUNTANT II

BARGAINING UNIT: [CIV MANAGEMENT](#) CODE NUMBER: 0400

PAY RANGE CODE: [18.1 MC](#) REVISION DATE: 10/27/16

### NATURE OF WORK:

This is professional accounting work involving monitoring and auditing budgets and fund transfers of the City departments and federal agencies. Work also involves serving as liaison between the Finance department and other City departments, ensuring that budgetary policies are observed and providing assistance in financial matters. Employees in this classification may supervise a small group of employees. Additionally, employees in this classification exercise considerable independence in the performance of duties and receives general guidance from a superior.

**ESSENTIAL FUNCTIONS:** *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Assists in the preparation of budget estimates, reviews budget requests and assists departments in budget preparations, interprets financial data and system changes for department officials, prepares quarterly allotments, maintains budget controls, and recommends inter-fund and inter-departmental transfers.

Develops and implements accounting systems for new and current projects, ensuring accuracy of information and conformance to accepted accounting principles and changing federal, state, and city requirements.

Prepares year-end accounting functions such as opening, closing, and adjusting entries to determine the City's financial position.

Researches historical and current data and prepares financial statements, reports, and projections to keep interested parties apprised of the progress of projects and programs and of deviations from planned guidelines.

Monitors project cash requirements and expenditures to keep within budgetary constraints.

Administers the department computer operating system and resolves difficulties among operating departments, the Finance department, and other jurisdictions.

Audits and analyzes expenditures to keep within limits and to eliminate unnecessary spending.

Maintains records of City insurance and surety bonds, supervises claims settlements, and prepares special payroll allocation journals.

Coordinates permit, occupation, and other accounts receivable billing.

Monitors contract awards to ensure contractors comply with stipulated requirements.

Reviews leases, proposed property purchases, and inventory methods and recommends appropriate financing and accounting procedures.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of accounting principles and techniques and the laws, regulations, and ordinances relating to municipal accounting procedures.

Knowledge of the practices and procedures involved in municipal accounting, budgeting, purchasing, property recording, and financial record keeping.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to establish and maintain effective working relationships with co-workers and the general public.

Ability to apply and adapt standard accounting methods to varied financial situations, procedures, and problems.

Ability to analyze and evaluate accounting, budgeting, and procedural issues, develop corrective systems, and compile reports of measures taken.

Ability to devise and install accounting, budgeting, and recording methods, procedures, and techniques; write effective procedure manuals; and instruct prospective users.

Ability to understand written or oral instructions.

Ability to adhere to safety policies, guidelines, and procedures.

Ability to sit from 76 to 100% of the time; to type from 51 to 75% of the time; and to climb, reach, balance, bend, stoop, squat, kneel, crouch, stand, walk, push, pull, or lift from 0 to 25% of the time.

Ability to use up to ten (10) pounds of force to move objects up to 33% of the time.

**EDUCATION AND EXPERIENCE:** *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Bachelor's degree in Accounting

AND

Three (3) years of experience in governmental accounting

OR

Any equivalent combination of education and experience.

**SPECIAL REQUIREMENTS:**

Must be able to transport oneself or coordinate transportation to work sites throughout the City during the course of the work day.

**WORKING CONDITIONS:** *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed in an office setting amid normal conditions of dust, odors, fumes, and noises.

**EQUIPMENT OPERATION:** *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer  
Telephone

Calculator  
Facsimile Machine

Copier  
Printer

Previous Revision Date(s): 7/29/93