

**CITY OF FONTANA
ACCOUNTANT II**

DEFINITION: To perform a variety of complex professional accounting duties. This position provides responsible analytical and technical support to the Deputy Management Services Director.

DISTINGUISHING CHARACTERISTICS: The Accountant II is distinguished from the Accountant I in that this position performs the full range of accounting duties and receives only occasional instruction or assistance as new or unusual situations arise. Additionally, incumbents in this position are fully aware of the operating procedures and policies within the work unit and have a thorough knowledge in the audit and/or research of confidential records.

ESSENTIAL FUNCTIONS: The incumbent must have the ability to:

- Perform responsible complex professional accounting work in the administration and implementation of the City's financial, treasury, and accounting functions.
- Audit and/or research payroll and other confidential records and reports.
- Prepare and record complex and technical financial transactions.
- Prepare various reports including but not limited to the Comprehensive Annual Financial Report (CAFR), California Debt and Investment Advisory Commission Report, State Controller's Report, Street Report, Redevelopment Agency Debt Report, and Special District Report.
- Read and interpret the various accounting reports and communicate their meaning to other staff within the division.
- Apply principles and practices of budgeting.
- Understand and follow laws regulating public finance and fiscal operations.
- Apply governmental accounting principles and practices.
- Apply principles of supervision and training.
- Communicate effectively, both orally and in writing.
- Perform other tasks or functions deemed necessary to the daily operations of the employer.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking, reaching, twisting, turning, bending and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far visions in reading written reports and other work-related documents. Acute hearing is required when providing telephone assistance.

EXPERIENCE AND TRAINING GUIDELINES: A combination of experience and training that would provide the required knowledge and abilities is qualifying. The incumbent must have knowledge of:

- Generally accepted accounting principles and procedures and their application to a variety of complex accounting transactions and problems.
- Methods and techniques of effective technical accounting report preparation and presentation.
- Recent development, current literature and sources of information related to municipal accounting.
- Develop and implement accounting system modifications.
- Pertinent Federal, State and local laws, codes and regulations as related to the municipal accounting process.
- Modern office procedures, methods and computer applications.
- Supervise and train assigned clerical staff.

Experience: Two (2) years of increasingly responsible experience in professional governmental accounting.

Education: A Bachelor's Degree from and accredited college or university with major coursework in accounting or a closely related field.