

NEW CASTLE COUNTY GOVERNMENT

Number 0255

CLASS SPECIFICATION

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Date 11/18/11

Title: ACCOUNTANT II

Approved:

Valerie L. Beatty, Esq.

GENERAL STATEMENT OF DUTIES: Performs highly skilled and professional work in the establishment and maintenance of accounting and financial records and systems in accordance with Generally Accepted Accounting Principles (GAAP); performs related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs technical accounting, auditing and administrative work in maintaining accounting, auditing, and reporting activities. This employee uses technical accounting, budgetary and administrative knowledge to maintain the accounting and financial system for New Castle County Government. Under general policy and administrative supervision, the employee has wide latitude for discretion in devising and modifying procedures and processes. This employee gives direction and supervision to subordinate employees.

EXAMPLES OF WORK: (Illustrative only)

- Reviews, maintains, and improves the financial system,
- Prepares schedules used in the financial statement and reporting processes required by Federal and State, including the County's Comprehensive Annual Financial Report (CAFR);
- Develops formats and reporting schedules for management use;
- Oversees bank and general ledger reconciliations for multiple Treasurers' Fund accounts;
- Documents and validates authority for transfers of funds and maintains records of supporting action taken;
- Participates in the annual external financial statement audit;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other office equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of accounting principles, practices and methods in accordance with GAAP; thorough knowledge of budgetary practices; thorough knowledge of modern office practices and standard office and accounting equipment; good knowledge of general laws and administrative policies governing municipal finance practices and procedures; a good working knowledge of automated financial system applications and uses; ability to prepare appropriate financial reports; good knowledge of the laws, ordinances and regulations governing financial operations of the County; ability to establish and maintain effective working relationships

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with County officials and the public; ability to communicate courteously and effectively, both verbally in writing; ability to supervise the work of others.

MINIMUM QUALIFICATIONS: At least five (5) years professional accounting experience, and possession of a Bachelor's Degree from an accredited college or university with major course work in accounting or business administration; or an equivalent combination of experience, education or training directly related to the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Must pass a Class III County physical examination and background check.

HISTORY OF REVISIONS:

Established: 07/01/73
Revised: 09/18/89
Revised: 04/01/94
Revised: 07/01/97
Revised: 05/01/01
Revised: 11/18/11