



Class Code: 2580

CLASS TITLE | ACCOUNTANT II

PAY GRADE: AT-32 | www.cityoftulsa.org/pay

Effective Date: 10/04/2023

PURPOSE OF THE CLASSIFICATION: Under direction performs professional accounting work and leads accounting operations in a small organizational unit and other related assigned duties.

ESSENTIAL TASKS:

- Leads and participates in City audit and accounting activities
- Maintains complete records of federal funds for departments or programs sponsored by the federal government
- Analyzes weekly and monthly expenditures of City divisions and consolidates these into periodic budget status reports and financial statements
- Prepares complex reconciliation of various accounts and notifies and ensures that corrections are recorded
- Creates systems and financial reports and other statistical reports reflecting accounting and cost information
- Prepares financial statements and reports for various governmental funds
- Develops and maintains departmental budget, policies relating to payroll, inventory and fixed asset purchases, and chart of accounts
- Reviews for form, accuracy and completeness, detailed reports showing operating and maintenance costs for a variety of work projects
- Examines financial data submitted by claimants for reimbursement
- Designs, manages and modifies a system of cost allocation and cost tracking, utilizing the principles of activity based costing or other cost allocation models (in some positions)
- Researches and explains City and departmental financial policies to the general public and trains other individuals in accounting, activity analysis and cost allocation methods (in some positions)
- Manages computer software programs related to cost allocation and coordinates with other individuals to develop and distribute cost analysis data
- Identifies activity budgets and manpower projections and recommends allocations in the annual budget process (in some positions)
- Logs financial entries and maintains files, records, ledgers and related documents
- Attends board/committee meetings
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet the following criteria:

- (a) Graduation from an accredited college or university with a bachelor's degree in accounting,; **and,**
- (b) One (1) year of responsible experience in accounting or auditing: **or**
- (c) Bachelor's degree that meets the education requirements for CPA licensure and no experience

Knowledge, Abilities and Skills:

Considerable knowledge of:

- The principles, practices and methods of accounting with particular reference to auditing and governmental accounting.
- Modern office management procedures, practices and equipment as applied to accounting operations.
- Data processing applications and use potential.



Class Code: 2580

CLASS TITLE | ACCOUNTANT II

PAY GRADE: AT-32 | www.cityoftulsa.org/pay

Effective Date: 10/04/2023

Ability to:

- Analyze and interpret fiscal and accounting records.
- Effectively conduct complex audits of municipal properties and records.
- Recognize and resolve problems resulting from program errors and system malfunctions.
- Lead clerical employees.
- Make mathematical calculations with speed and accuracy.
- Prepare financial reports and to keep complex financial records.
- Understand and follow brief verbal and written instructions.
- Write clearly and legibly.
- Understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Skills in:

- The use of personal computers and related software.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard, 10-key and telephone; occasional lifting and carrying up to 20 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, handling, climbing and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and may require some overtime.

EEO Code: N-02

Group: Fiscal

Series: Financial Management