



## STAFF ACCOUNTANT II

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### NATURE OF WORK

This is professional work recording accounting transactions and preparing operating and financial reports. Work includes input and analysis of various types of accounting data. Work is performed under the general supervision of a Senior Accountant or immediate supervisor.

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### EXAMPLES OF WORK

*(This list is not absolute or restrictive, but indicates approximate duties and responsibilities which may be redefined pursuant to operational needs.)*

- Records accounting transactions in automated accounting system; inputs budget transactions for appropriations, projects, allowances and operating plans; inputs transactions for all non-procurement activity.
- Reviews and organizes telecommunications bills for distribution.
- Performs analysis of general ledger account balances; prepares accounting work papers to support transactions and account balances; assists in periodic reconciliation of operating records to financial records.
- Prepares financial reports for management use; assists in testing new reports.
- Assists in testing of modifications to accounting software.
- Maintains, distributes and files reports.
- Assists in training interns assigned to department.

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### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment requiring no exceptional physical demands.

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### MINIMUM QUALIFICATIONS

Work requires a Bachelor's Degree in accounting or a closely related field, and three to five years of progressively responsible accounting experience; or any equivalent combination of education and experience that provides the following knowledge, abilities and skills:

- Knowledge of sound accounting principles, practices and procedures.
- Knowledge of accounting, spreadsheet and word processing software and standard bookkeeping practices.



- Ability to prepare accurate and correct accounting records and reports.
- Ability to communicate effectively, both orally and in writing.

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**LICENSES, CERTIFICATION AND OTHER REQUIREMENTS**

None.