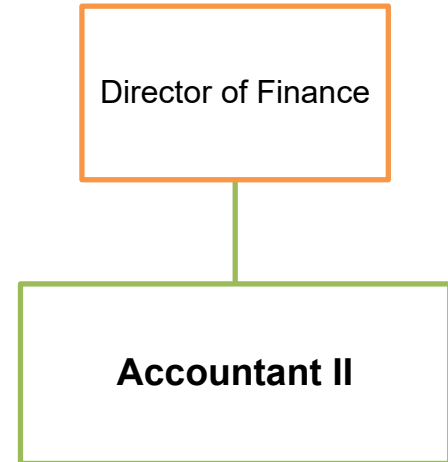


## ACCOUNTANT II

<b>Job Title:</b>	Accountant II
<b>Initial:</b>	July 7, 2004
<b>Revised:</b>	February 4, 2022 (administrative revision)
<b>Work Year:</b>	Full Year
<b>Office:</b>	Business
<b>Department:</b>	Finance
<b>Reports To:</b>	Director of Finance
<b>FLSA Status:</b>	Exempt
<b>Pay Range:</b>	Professional-Technical Range 2

**Related Organization Chart**



**POSITION SUMMARY:** The Accountant II establishes and maintains sound accounting processes for various subsets of the district's fiscal environment.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Provides excellent customer service.
- Ability to work in a group as well as on their own.
- Establishes and maintains fiscal record keeping systems for all projects.
- Monitors budgets and cash flow to assure funds are being received and expended appropriately.
- Acts as authorized fiscal representative for the district.
- Provides assistance, support and training for district staff.
- Establishes budgets with program administrators, including all District and Grant Funds.
- Coordinates cost factors, receipts and budget administration. Audits and reviews monthly reconciliations regarding activity accounts.
- Establishes and maintains month-end closing processes.
- Performs cash & other balance sheet account reconciliations.
- Monitors interfund balances and makes transfers as necessary.
- Ensures compliance with state and federal fiscal laws, regulations and board policies. Maintains knowledge of legal and regulatory changes.
- Assists in the overall success of the finance department.

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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- Performs other duties as assigned.

**Supervision & Technical Responsibilities:** This position does not supervise other employees. Acts as a resource for various accounting issues, including training, demonstrating and answering questions.

**Budget Responsibility:** This position does not have any direct budget responsibility.

## **QUALIFICATIONS**

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

### **Education & Training:**

- Bachelor's degree or equivalent preferred or advanced training in accounting.

### **Experience:**

- Accounting and/or grant accounting experience preferred.

### **Knowledge Skills & Abilities:**

- Excellent oral and written communication and interpersonal relation skills.
- Basic math and accounting skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Organizational skills.
- Ability to manage multiple priorities and tasks with frequent interruptions.
- Ability to communicate effectively with various stakeholders.
- Ability to maintain excellent attendance.
- Ability to understand and follow complex oral and written instructions.
- Ability to perform responsibilities without the necessity of close supervision.
- Must be proficient in the use of personal computers and software applications including Microsoft Word, Excel, Access, Google Suite, Adobe Acrobat, PowerPoint and accounting systems.

### **Certificates, Licenses, & Registrations:**

- Criminal background check required for hire.
- Valid Colorado driver's license required for hire.

## **OTHER WORK FACTORS**

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Physical Demands:** While performing the duties of this job, the employee is regularly required to stand; walk; sit; handle, or feel. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds occasionally lift and/or move up to 25 pounds.

**Work Environment:** While performing the duties of this job, the employee will work primarily in a usual office environment. The noise level in the work environment is usually moderate.

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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**Mental Functions:** While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*