

The Maryland-National Capital Park and Planning Commission

TITLE: Accountant II
SERIES: Accounting and Finance

GRADE: H CODE: 2171
DATE: 1/13/88

Class Definition

Under direction, performs professional accounting work on a Commission-wide basis, involving moderate responsibility, complexity, and variety. Works in the Finance Department. Maintains accounting systems for a wide variety of activities. Examines, analyzes and interprets routine accounting records and reports. Writes routine financial reports. Work is inspected by outside auditors. Performs other related duties as assigned.

Examples of Important Duties

1. Implement systems. Assist in defining objectives. Implement policies, procedures, forms, ledgers, journals, and reports to establish routine accounting systems for smaller, less complex activities (e.g., grants, contracts, projects, programs, work units). Establishes and maintains list of accounts and code numbers. Works with Data Processing Unit on the enhancement or upgrading of present system.
2. Maintains specialized records. Maintains moderately complex accounting records for a variety of Commission activities (e.g., grants, contracts, projects, programs, work units). Identifies, categorizes, and records revenues, expenditures, and assets. Makes adjustments to the ledger accounts. Computes totals and balances. Makes projections of revenues and expenditures. Writes periodic and final reports.
3. Examines documents. Reviews contracts, grant applications, and other varied financial documents to ensure compliance with accounting policies and procedures. Drafts new wording and recommends other changes.
4. Examines records. Reviews accounting records. Checks accuracy and completeness. Checks proper identification and classification of revenues and expenditures. Investigates accounting errors. Makes adjusting entries to correct records. Writes reports.
5. Provides information. Meets with managers, auditors, contractors, and others to explain and interpret accounting procedures and reports. Answers questions and gives advice on accounting matters (e.g., availability of funds, improper charges, transfer of funds). Helps to provide goals and objectives of project direction, such as future revenues, future expansion and the like.

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Important Worker Characteristics

- A. Good knowledge of (1) accounting; (2) algebra; (3) business administration; (4) Commission organization; (5) Commission policies and procedures; (6) federal grants.
- B. Skills in operation of (1) microcomputer; (2) user-friendly software (e.g., Lotus 123); (3) calculator; (4) microfiche reader.
- C. Ability to (1) apply principles to solve practical problems; (2) work with details and analyze data; (3) read technical reports and correspondence; (4) write technical reports and correspondence; (5) use proper spelling, punctuation and grammar; (6) speak clearly; (7) organize work efficiently; (8) provide courteous service.

Minimum Qualifications

- 1. Bachelor's degree in Accounting or related field.
- 2. Two years of accounting experience.
- 3. Or an equivalent combination of education and experience.

Working Conditions

Works in office. Moderate pressure to meet deadlines.