

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1364

TITLE: ACCOUNTANT II

GRADE: S-24

DEFINITION:

Under general supervision and in accordance with Generally Accepted Accounting Principles (GAAP), performs a wide variety of moderately complex financial accounting and reporting tasks for County; may supervise professional or paraprofessional accounting staff; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This is the full-performance level of this series. Positions within the Accountant II class perform professional full performance level work and carry out the full range of duties within financial accounting and reporting with limited guidance.

ILLUSTRATIVE DUTIES:

(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position job description.)

Performs highly technical analyses of County financial operations;
Participates in development and implementation of county-wide policies and procedures pertaining to accounting and financial reporting;
Researches accounting issues and new accounting pronouncements and recommends solutions and means of implementation;
Prepares financial statements and reports required by Federal and State, including County's comprehensive annual financial report (CAFR);
Serves as a consultant to departments on accounting and financial reporting matters;
Provides assistance to outside auditors by preparing work papers and financial reports as required;
Files all required Federal Information Returns and prepares related Annual Withholding Reconciliations for IRS reporting, and manages the related financial system accounting processes.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list.)

Knowledge of Generally Accepted Accounting Principles (GAAP);
Knowledge of automated accounting system including FAMIS;
Ability to prepare and interpret financial reports and statements;
Ability to develop and apply accounting procedures;
Ability to plan and supervise the work of subordinates;

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:
Graduation from an accredited four-year college or university with a bachelor's degree in accounting; OR a bachelor's degree in business administration or related field that has been supplemented by at least 18 credit hours of intermediate level accounting or higher;
PLUS

Two years of professional accounting experience, including one year of experience working with automated accounting systems.

CPA certification, or a master's degree in an appropriate field, may be substituted for one year of required experience.

CERTIFICATES AND LICENSES REQUIRED:

Not applicable.

NECESSARY SPECIAL REQUIREMENTS:

Certain positions with financial responsibility within this class may be subject to criminal history record checks and/or credit checks as a condition of hiring and periodically thereafter, as determined by the department head. An applicant or employee may be required to submit a request for a criminal history record check and/or credit check to the appropriate agency.

Applicants and employees within these select positions must demonstrate financial responsibility in personal finances as a condition of employment.

REVISED: February 2, 2010

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