

EMPLOYMENT OPPORTUNITY
CITY OF ROYAL OAK
www.ci.royal-oak.mi.us/jobs

ACCOUNTANT II

Salary Range: \$51,033.32 - \$57,156.32

Applications Must Be Received in Person or by Mail:

Human Resources Dept., 211 Williams St, Royal Oak, MI 48068 by 12:00 pm Friday, Feb. 17, 2012

GENERAL STATEMENT OF DUTIES: This work requires broad accounting knowledge and expertise. The work involves complex financial records, reports and accounting systems. The employee works under the general direction of the Finance Director and the City Controller; however, independent, professional judgment and initiative is required. Responsibilities may require supervision of other personnel.

EXAMPLES OF WORK: An **Accountant II** may be called upon to do any or all of the following: (This list does not include all of the tasks which the employee may be expected to perform.)

- General ledger maintenance/prepare financial records.
- Prepare, analyze and interpret accounting records and reports.
- Perform related accounting and administrative work including account reconciliations and audit schedules.
- Evaluate and document accounting procedures for appropriateness and possible improvements.
- Initiate and participate in the review of various funds/departments' accounts and records, recommending improvements and changes as deemed necessary.
- Assist with the proper recording and tracking of capital projects.
- Perform certain payroll and accounts payable duties.
- Perform employee benefit calculations in compliance with city ordinance and labor contracts.
- Prepare correspondences, spreadsheets, financial and other reports.
- Assist in training new personnel.

QUALIFICATION FOR EMPLOYMENT:

- Considerable knowledge of accounting principles/standards as applied to governmental accounting (full accrual/modified accrual).
- Considerable knowledge of fiscal related laws and regulations applicable to municipalities.
- Considerable knowledge of auditing procedures.
- Working knowledge of spreadsheets and integrated financial management systems (preferably BS&A).
- Ability to prepare data for complex narrative and statistical reports (such as deciphering and providing data to actuary to perform actuarial reports).
- Ability to supervise and assist clerical employees.
- Ability to establish and maintain satisfactory working relationships with others.

REQUIRED EDUCATION AND TRAINING:

- Bachelor's degree in accounting from an accredited college or university, in addition to considerable public or municipal accounting experience or the equivalent.

The City of Royal is an Equal Opportunity Employer