



City of Kansas City, Missouri Job Class Specification

Job Title:	ACCOUNTANT II	Department:	MULTI
Job Code:	1121	Status:	NONEXEMPT
		Grade:	NE-6

Summary This is intermediate level professional accounting work.

Work involves responsibility for supervising a unit engaged in performing a variety of accounting work. Employees of this class frequently develop, revise and install accounting procedures and forms and train subordinate personnel. Employees are expected to exercise considerable independent professional judgment in solving most problems which arise within their assigned work areas. Work is reviewed through periodic external audits and through the review of statements by a technical superior who also observes the activities of units for which the employees are responsible.

**Duties and
Responsibilities**

- Assigns and supervises the activities of subordinate personnel engaged in the maintenance of monthly journals, recording of purchases, approval of payment vouchers and reconciliation of accounts and bond statements of allocations, appropriations, expenditures and encumbrances.
- Prepares vouchers for the expenditure of various appropriations; receives, verifies and deposits revenues; assembles fiscal information for inclusion in the departmental annual budget.
- Audits material and reports; makes studies of cost trends and makes recommendations as to costs; studies and makes suggestions for changes and improvements in accounting procedures; maintains liaison with other units in relation to equipment service charges and procedures.
- Prepares and records reservations of funds for payments of bills; clears accounts payable file of reservations and requisitions paid; processes receiving reports, secures authorization for payment and forwards to proper office.
- Computes landing fees, verifies calculation of rental payments; prepares summary of income and expense; prepares statement of operating cash on hand, operating profit and loss.
- Inspects contracts for proper charges; proper recording of collections; keeps varied files; codes purchase orders; ascertains sufficiency of funds for purchases; prepares monthly trial balance reports; prepares vouchers, monthly reports and statements.

Technical Skills	<ul style="list-style-type: none"> • Considerable knowledge of: The principles and practices of municipal and utility accounting, purchasing, taxation, and allied systems. • Modern office practices, procedures, equipment, and standard clerical techniques as applied to maintenance of a municipal accounting system involving a large number of transactions. The principles and techniques applicable to the conduct of audits of departmental accounts. • Working knowledge of: Applicable laws, regulations, procedures, and processes governing the receipt and expenditure of public funds. • Ability to: Supervise and review in detail the work of subordinate accounting and clerical personnel and to establish and maintain effective working relationships with these personnel, municipal officials, and the general public. • Apply professional accounting principles, knowledge and skills to the maintenance of fiscal and accounting records. • Make audits of municipal accounts and prepare and present concise oral and written reports. • Perform detail work and make arithmetic calculations rapidly and accurately.
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Education and Experience	<p>Accredited Bachelor's degree with major course work in accounting, business administration or a related subject area and two (2) years of experience in entry-level, professional accounting work.</p> <p>OR</p> <p>An equivalent combination of qualifying education and experience.</p>
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Certificates/ Licenses/Special Requirements	<p>Must pass a background check as prescribed by the City.</p>
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Supervisory Responsibility	<p>Supervision may be exercised over a small group of professional and clerical personnel.</p>
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Supervision Received	<p>Work is performed under general supervision with considerable latitude for the exercise of independent judgment.</p>
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Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created	04/73
Revised	11/94, 03/97, 08/03, 09/06, 04/13, 11/16, 08/2022, 01/2024