Account and Budget Representative II (0712)

Basic Purpose/Job Function: Performing diverse clerical and accounting tasks following established standards.

Examples of Titles Replaced: Accounting Specialist II; Accounting and Staff Support Specialist

Typical Functions May Include:

1. Reconciling multiple statements of accounts to departmental book balance
2. Preparing trial balances for balance sheets and income accounts
3. Preparing financial statements on a cash or modified cash basis
4. Closing out income accounts
5. Maintaining financial statements on a full accrual basis
6. Gathering data for preparation of management reports
7. Preparing routine departmental financial analysis forecasts and plans
8. Investigating problems and responding to more complex financial inquiries
9. Maintaining filing systems and accounting records
10. Performing other related duties as assigned

Risk Management: Uses established safety practices to protect the health and safety of personnel and property.

Supervision of Others: Has no regular supervisory responsibility; may assist in training and mentoring new personnel that perform similar duties

Supervision Received: Receives general supervision; is expected to follow standard practices, referring cases outside of standard procedure to supervisor.

Minimum Qualifications:

- **Education**: High School diploma or GED
- **Experience**: 6 - 12 months  
  **Type**: Accounting/Bookkeeping
- **Skills**: Knowledge of correct grammatical structure, vocabulary and formats; ability to perform basic math functions and read and understand written materials
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- **Special Requirements**: May be required to bend, lift, stoop and carry; background check required as a condition of employment

- **Licenses**: Determined by the nature of the position and/or department

- **Certifications**: Determined by the nature of the position and/or department.

Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.