City of Council Bluffs

Job Description

Accountant II

Department: Finance
Supervisor: Director of Finance
Location: City Hall
FLSA Status: Exempt
Prepared By: Mallory Davis, Recruiter
Prepared Date: May 2021
Union: Non-Union
Pay Grade: 20

Summary: Performs financial accounting, reporting, and analysis responsibilities. Works closely with management to ensure they have the necessary reporting to make sound financial decisions

Essential Duties and Responsibilities: includes the following.

- Prepares financial accounting, analysis, and reconciliation of City financial accounts
- Prepares internal and external financial statements and reports by collecting, analyzing, and summarizing financial information
- Performs budget to actual analysis including verbal and written narrative explaining key drivers
- Conducts analytical review of specific financial actions and prepares recommendations
- Assists in the preparation of the City's annual and amended budget
- Completes assigned responsibilities for the year-end close and audit
- Leads process improvement projects that require cross-functional collaboration
- Develops as a leader in finance functional area
- Regular and predictable attendance is required
- Other duties as assigned

Supervisory Responsibilities:
This job has no direct supervisory responsibilities; however, incumbent will lead and direct the work of others.

Qualifications:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability

required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- Bachelor's Degree from an accredited institution in Accounting or Finance
- Four years of experience in a finance role
- Enterprise Resource Planning (ERP) system experience, preferred
- Any equivalent combination of education and experience which provide the required knowledge, skills, and abilities

Certificates, Licenses, Registrations:

- Additional position consideration given to those applicants who have passed the CPA and/or CMA exam

Physical Demands:

- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and see, talk, and hear.
- The work environment is an office setting that is normally quiet.

Other Skills and Abilities:

- Excellent knowledge of generally accepted accounting principles and application to business situations
- Strong financial analysis and acumen
- Demonstrated project leadership experience in process improvement
- Excellent knowledge of Microsoft Office (Excel, Word, Outlook, PowerPoint)
- Knowledge of integrated financial systems
- Key citizen and internal customer service responsibilities
- Strong interpersonal and written communication skills
- Accuracy and integrity
- Ability to form effective working relationships with staff, public, and other agencies