



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Accountant II	Job Code:	701720	Job Grade:	E
Reports To:	Supervisor	Pos. No:	Various	FLSA Code:	E
Department:	Various	Loc. Code:	Various	SIC Code:	9311
				WC Code:	8810
Division:	Various	CS Code:*	A, B, C or D	EEO Code:	B01

Summary of Functions: Performs complex accounting transactions to analyze, research, and review financial information.

Management Scope: N/A

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Analyzes, reconciles, and tests general ledger data for various statutory or county funds.	25	E
2. Processes correction journals to general ledger and multiple subsidiary ledgers, reviews transfers, interfaces, and other financial updates for posting.	20	E
3. Provides training and special assistance to staff, as needed.	20	E
4. Analyzes payables and receivables recorded against budgetary accounts and prepares necessary journal entries or requests necessary budget adjustments.	15	E
5. Completes statutory or standard county reports.	05	E
6. Approves accounting functions of selected clerk.	05	E
7. Performs other duties as assigned.	05	N

* *The Code depends on the Department where the position is located and/or funded in accordance with 86-1 of Dallas County Code.*

Minimum Qualifications:

Education, Experience and Training:

Bachelor's degree from an accredited college or university in Accounting, Finance, Business, or in a job related field of study. One (1) year of additional work related experience.

Special Requirements/Knowledge, Skills & Abilities:

Must be familiar in the areas of bank deposit, general ledger reconciliation, transfers, and account payables and receivables. Must possess excellent customer service, communication, and analytical skills. Skilled in the use of standard software applications. Skilled in 10-key by touch.

Juvenile Department:

“Position requires working with juveniles who may have committed dangerous/aggressive acts; should possess a high tolerance for working in an emotionally demanding/stressful work environment.”

Physical/Environmental Requirements:

Standard office environment. May require prolonged sitting at a computer.

Hay Points/Point Factor:

KH: EI2: 200, PS: D3 (33%) – 66, AC: C4R – 66, Total: 332 Profile: L, KH/PS/AC: 60-20-20

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date 01/2004

Approved by Civil Service Commission on

Date 2/16/2004; 1/15/2014

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time devoted to each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.