

<b>MONTGOMERY COUNTY CLASSIFICATION SPECIFICATION:</b> 7/1/00:lb	<b>CLASS TITLE:</b> ACCOUNTANT 2	<b>CODE:</b> 66112 CHS-MONT
	<b>MAJOR AGENCIES:</b> COUNTY JOB AND FAMILY SERVICES	<b>PAGE</b> <u>1</u> <b>OF</b> <u>1</u>

**CLASS CONCEPT:** Under general supervision from fiscal officer or other administrative superior, performs internal audits (i.e., examines process, documentation & rationale behind recorded figures to ensure that standard accounting procedures are followed within agency);

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	Performs internal audits (i.e., examines process, documentation & rationale behind recorded figures to ensure that standard accounting procedures are followed within agency), makes adjustments to journals, final reports & input data, verifies entries & monitors receipts & disbursements.	<u>Knowledge of</u> (1) accounting (e.g., budgeting, financial accounting, cost accounting, auditing principals & procedures, bookkeeping); <u>Skill in</u> (2) use of calculator; <u>Ability to</u> (3) define problems, collect data, establish facts & draw valid conclusions, (4) use proper research methods in gathering data, (5) gather, collate & classify information about data, people or things, (6) maintains accurate records.
2	Makes cost calculations & analysis for fiscal control, develops cost accounting methods, develops &/or recommends procedures & programs for accounting system, consults & assisting in computing & compiling field reports & other special projects as assigned.	<u>Knowledge of</u> 1; <u>Ability to</u> 3, 4, 5, 6.
3	Prepares financial & budgetary reports, statements & other statistical & operational reports as requested.	<u>Knowledge of</u> 1; <u>Ability to</u> 3, 4, 5, 6, (7) prepare meaningful, concise & accurate reports.
	(Performs Related Duties As Required)	(*Developed After Employment)

<b>UNUSUAL WORKING CONDITIONS:</b>	<b>MINIMUM CLASS REQUIREMENTS:</b> (Including License, If Any) Completion of undergraduate major core coursework in accounting (or 2 yrs. accounting exp.); or equivalent.  (Other Evidences May Be Substituted)	<b>TRAINING &amp; DEVELOPMENT:</b>
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