



City of Annapolis
Office of Human Resources
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Position Vacancy Announcement

Internal Applicants Only

Position	Accounting Associate II (1307)	Opening date	March 27, 2015
Department	Finance Department	Closing date	April 10, 2015
Salary range	\$38,173.89	\$61,078.30 (A08)	

General statement of duties

Performs complex clerical-accounting tasks of the journeyman level; does related work as required.

Distinguishing features of the class

The various positions allocated to this class may assigned responsibility for major, but well defined, clerical-accounting operations such as capital facilities assessment billing; purchase requisitions and orders accounting; general record keeping , monitoring, and accounting tasks; backup and assistance for Accounting Associates III; or any combination of two or more of those operations. The work is performed under the general supervision of an Accounting Associate III or other supervisor. Supervision may be exercised over the work of Accounting Associates I or other clerical subordinates.

Examples of work (illustrative only)

- < Assists and substitutes for Accounting Associates III in detailed account keeping pertaining to accounts payable, personal property tax billing, utility billing, and payroll;
- < Assists and substitutes for Accounting Associates I or other clerical subordinates;
- < Processes requisitions and purchase orders checking for accuracy, availability of funds, signatures required, matching invoices with purchase orders and processing checks, etc.;
- < Oversees and/or checks the work of clerical subordinates and/or Accounting Associates I as required;
- < Completes accounting forms and performs occasional typing tasks;
- < Sets up capital facilities accounts, manages and performs a wide variety of tasks related to capital facilities billing, payments, adjustments, account maintenance and customer service;
- < Keeps records and compiles reports concerning the accounting activity to which assigned;
- < Enters and retrieves accounting data in computer;
- < Creates financial reports for use by own and other City departments, and for submission to external governmental agencies such as the State of Maryland;
- < Establishes and maintains cross reference files for all active and closed purchase orders and Capital Improvement Projects for the Department of Public Works;
- < Creates Journal Vouchers from spreadsheets or other source documents;
- < Monitors hotel/motel tax submissions, compiles reports, and follows up delinquencies;
- < Acts as a trainer and resource as needed;

- < Performs a wide variety of related clerical-accounting tasks;
- < Provides customer service related to the accounting specialty assigned.

Required knowledge, skills and abilities

Good knowledge of modern clerical methods used in keeping fiscal accounts and records and of office terminology, procedures, routines and equipment; good typing skills; good knowledge of business arithmetic and English; ability to understand and carry out complex oral and written directions, to work independently, and to multi-task,, and to get along well with others; good judgment; accuracy, proficiency in basic word processing and spreadsheet applications, the Internet, and the ability to learn and use the City's accounting software; clerical aptitude; mental alertness, vigor.

Acceptable experience and training

At least two years responsible clerical-accounting experience including clerical-accounting duties at the level of Accounting Associate I and completion of a standard high school course, preferably supplemented by business school or college courses in accounting; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Americans with Disabilities Act

Physical ability: ability to sit continuously at a desk and/or computer terminal for extended periods; ability to operate standard office equipment including copier, computer, fax machine, mailing machine, etc.; ability to reach into file drawers in standard four-drawer filing cabinets; ability to reach up into a lateral filing system.

Visual ability: sufficient to effectively operate office equipment including copier, computer, etc.; to read and write reports, correspondence, instructions, etc.

Hearing ability: sufficient to hold conversation with other individuals both in person and over a telephone; ability to hear recording on electronic devices.

Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.

Freedom from mental disorders which would interfere with performance of duties as described.

Application process

Candidates must complete a City of Annapolis application form and submit a resume. The application must be emailed or postmarked with the closing date, or delivered to the City of Annapolis Department of Human Resources office by 4:30 p.m. on the closing date.

All qualified applicants will receive consideration for employment, without regard to political or religious opinion or affiliation, age, race, creed, color, sex, national origin, marital status, physical or mental disability, sexual orientation or genetic information. The City of Annapolis is an Equal Employment Opportunity/ADA Compliant Employer.