



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 344.2

Job Title: **ASSISTANT CITY CONTROLLER II**

Pay Grade: 19

GENERAL SUMMARY:

Performs specialized accounting procedures in the preparation, review, analysis and reconciliation of standard periodic financial reports and statements.

RESPONSIBILITIES:

- Prepares interim and annual financial statements, schedules, reports and related work papers.
- Prepares, reviews and reconciles assigned weekly and/or monthly financial statements.
- Performs account analysis and prepares correcting journal entries as needed; reviews and submits journal entries for data entry.
- Maintains assigned accounting records and files.
- Assists with special projects and production of related management reports as requested.
- Provides necessary information and assists other departments in solving accounting problems.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Accounting, Business Administration or a closely related field.

EXPERIENCE:

Two years of accounting and/or auditing experience are required.

COMPLEXITY:

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and precedents, and in adapting standard methods to fit facts and conditions.

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is typically performed under moderate to limited supervision with standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult questions.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

SPECIFICATIONS: (continued)

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

PHYSICAL EFFORT:

The position is physically comfortable, the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

- Assistant City Controller I
- Assistant City Controller II
- Assistant City Controller III
- Assistant City Controller IV
- Assistant City Controller V

Effective: October 1990

Revised: May 1995