

Accounting Trainee



To perform this job successfully, an individual must be able to perform the essential job functions herein described. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

An employee in this class performs a variety of beginning-level duties as part of a one-year training program designed to develop technical competence in the application of accounting techniques and procedures. Work involves participating in the analysis of financial transactions, the preparation of documented financial statements and reports, the projection of financial data, or the development of accounting systems. Work is performed under the immediate supervision of a professional superior, who assigns projects, gives preliminary instructions, and reviews work in progress and upon completion for quality, adherence to established standards, and professional development.

ESSENTIAL JOB FUNCTIONS (examples, not all-inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Essential Duties (may include but not limited to)

- Participates in the maintenance of various accounting records.
- Assists in preparing trial balances and financial reports
- Assists in the preparation of reports which indicate the status of accounts.
- Assists in the preparation of adjusting journal entries..
- Assists in the review, preparation, and revision of various accounting systems..
- Observes the method of maintaining expenditure and budgetary control accounts.
- Works on special projects under direction of Finance Director

QUALIFICATIONS

Education and Experience:

Bachelor's Degree in Finance/Accounting or at least 2 years completion of college/university courses towards a Finance/Accounting Degree.

Knowledge, Skills, and Abilities:

Commission Approved Date:

Knowledge of commonly accepted accounting principles and practices.

- Ability to classify, assemble, analyze, & prepare reports & statements from financial data.
- Ability to present ideas clearly and effectively, orally and in writing.
- Ability to establish and maintain effective working relationships with administrative officials, associates, and the general public.
- Ability to present ideas clearly and effectively, orally and in writing.
- Ability to apply and adapt established accounting methods to a variety of accounting transactions and situations

SUPERVISION RECEIVED / EXERCISED:

- Receives administrative direction from the Accounting Manager.
- No supervisory responsibilities.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, which may involve lifting, carrying, pushing, or pulling objects and materials of light weight. Tasks may involve extended periods at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.

The City of Cooper City, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The above job description reflects the general information deemed necessary to convey the primary functions of the job and shall not be construed as a detailed description of all the work requirements inherent to the position.

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Acknowledgement:

The signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position. The employee is expected to adhere to all policies.

Signature: _____ Date: _____

Commission Approved Date: