

Junior Accountant



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. 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

The Junior Accountant is responsible for performing a variety of accounting and clerical tasks to support the financial operations within the City. This role is essential in maintaining accurate financial records, processing transactions, and assisting in the preparation of financial reports. The Junior Accountant will work collaboratively with team members to ensure compliance with governmental regulations and internal policies.

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.

- Accurately enter and update financial data in accounting software and databases, ensuring precision and adherence to established timelines.
- Process invoices, expenses, and payment transactions, verifying documentation and obtaining necessary approvals.
- Reconcile bank statements and maintain accurate records of financial transactions, identifying discrepancies and resolving issues as necessary.
- Assist in the preparation of monthly, quarterly, and annual financial reports, contributing to budget preparation and fiscal analysis.
- Respond to inquiries from internal and external sources regarding financial transactions and account statuses, providing respectful and clear communication.
- Maintain organized and comprehensive filing systems for financial documents, ensuring compliance with retention policies.
- Collaborate with other departments to facilitate financial transaction flow and ensure accurate reporting in accordance with governmental standards.
- Perform additional duties as assigned by the Assistant Finance Director, contributing to the overall efficiency of the finance team.

QUALIFICATIONS

Education and Experience:

- College diploma or equivalent; Associate's degree in Accounting, Finance, or a related field is preferred.
- Previous experience in an accounting or clerical role within a governmental or public sector environment is advantageous.
- Proficient in Microsoft Office Suite, particularly Excel.
- Strong attention to detail and accuracy in numerical data entry and financial reporting.
- Excellent organizational and time management skills, with the ability to prioritize tasks effectively.
- Strong interpersonal skills, demonstrating respect and professionalism in all communications.
- Knowledge of governmental accounting principles and practices is a plus.

Knowledge, Skills, and Abilities:

- Knowledge of accounting and auditing principles and practices in their application to a wide variety of accounting transactions and problems.
- Ability to effectively operate and utilize modern office technologies, such as computers, standard software applications, and associated peripheral equipment.
- Ability to make decisions within established accounting policies and procedures.
- Ability to prepare and explain financial statements, accounting reports, and records.
- Ability to establish and maintain effective relationships with other employees and the public.

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: _____