

# 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

This position performs professional responsible work in accounting and records maintenance functions in the Finance Department. -The work is performed under the general supervision of the Assistant Finance Director.- Areas of responsibility include, but are not necessarily limited to, processing payroll, expenditure and revenue reporting, and accounts receivable.

## 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.

- Maintains the general ledger, all account attributes in a manner conducive to proper reporting, and reviews and interprets general ledger and accounting reports.
- Reconciles various ledgers and accounts, e.g., money market, operating accounts, investment accounts, and the general ledger; - to include bank reconciliations.
- Prepares various reports, financial statements, and records related to the City's payroll, finance, and accounting functions.
- Prepares and reviews accounting transactions related to grant funds, reviews of expenditures and revenue reports for grants, and prepares the annual Schedule of Expenditure of Federal Awards and State Financial Assistance (SEFA).
- Prepares and submits monthly sales tax payables.
- Prepares analytical reports of various projects and program tracking to ensure proper allocation of project disbursement to various grants/programs.
- Ensures accuracy of grants, investments, cash management, revenue monitoring, and forecasting.
- Processes biweekly payroll according to policies and procedures and in compliance with state and federal regulatory requirements, e.g., FICA, Social Security, and Medicare withholdings.
- Processes deposits, transfers, and various other transactions.
- Monitors accounts receivable. Inputs and maintains financial, payroll, and accounts--related information into the computer-based accounting system.
- Performs complex accounting procedures to reconcile City accounts and financial records with outside state and federal agencies, banks, and financial institutions, regulatory agencies, and various other entities.
- Assists in the management of the City's cash and investment program in accordance with Generally Accepted Accounting Principles and City policies.
- Prepares adjusting entries to reports and accounts as required.

- Assists co-workers with complex or unusual accounting-related issues.
- Assists external auditors in year-end closing functions in preparing ~~the~~ fringe benefits portion of the ~~Comprehensive~~ Annual ~~Comprehensive~~ Financial Report (ACFR) in accordance with GASB 68 and 75.
- Prepares the statistical tables to be included in the ~~Comprehensive~~ Annual ~~Comprehensive~~ Financial Report.
- Stays abreast of new practices, trends, and advances in accounting and financial reporting. Reads professional literature and attends seminars and training sessions as appropriate.
- Manages collection, retention, transfer, and distribution of records.
- Schedules disposal of records in accordance with both City policy and legal requirements.
- -Responsible for account reconciliation and analyses - reconciles various ledgers and accounts.
- Performs other duties as directed.
- Administers and reconciles all P-Cards

### QUALIFICATIONS

#### **Education and Experience:**

Bachelor's degree or equivalent. ~~Minimum of Two~~ (2) years of experience in a related field; or an equivalent combination of education, training, and experience. Additional qualifying experience or completion of coursework at an accredited college or university in a job-related field, may substitute on a year-for-year basis for one year of the required experience or education. Possess or be able to obtain a valid State of Florida driver's license ~~within 30 days~~by the date of hire.

#### **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, ~~but~~ which may involve ~~some~~ lifting, carrying, pushing, or pulling ~~of~~ objects and materials of light-weight (5-10 pounds). Tasks may involve extended periods ~~of time~~ 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.