

City of Lake City, FL

Classification Description

Classification Title: SENIOR ACCOUNTANT
Department: FINANCE ADMINISTRATION

Pay Grade: 10
FLSA Status: Non-Exempt

General Description

Responsible for accounting work in maintaining accounting records, financial accounts, accounts payable, audit and revenue programs, and other areas. Processes accounting functions depending on area of assignment. May include but not limited to, processing invoices, payroll preparation, tracing integrated programs and online financial processes to the financial database, tax and fee programs records maintenance, inventory and oversight of cash, petty cash and receivable accounts. Work is performed under the general supervision of the Finance Director.

Nature of Work

Essential Functions:

- Verifies, inputs, and retrieves financial data transactions in a computer system, ensuring the integrity of information from subsidiary to main systems.
- Reconciles, classifies, and records daily receipts and disbursements into journals, totals and balances monthly, and posts to general ledger. Helps prepare closing entries.
- Posts to control accounts, reconcile bank statements, maintains cash receipts journal and prepares records for computer input and corrections.
- Accesses, inputs and retrieves information from a computer.
- Calculates and prepares checks for payments of invoices, utilities, taxes and other payments.
- Maintains spreadsheets: bank receipts; records; etc.
- Performs research as directed.
- Through use of ledgers, journals and/or computers, classifies records and summarizes numerical and financial data to compile and keep financial records.
- Examines invoices prior to payment.
- Monitors compliance with purchasing policy.
- Maintains grant files, including request for reimbursement and audit worksheets.
- Master all applicable software, organizational processes and procedures.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

KNOWLEDGE, SKILLS, AND ABILITIES

Equipment: Uses small office equipment, including copy machines or multi-line telephone systems. Uses computers for word processing and/or accounting purposes.

Critical Skills/ Expertise: All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriate groomed and attired so as to present a professional image in accordance with the organization’s mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer’s specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job includes:

- Knowledge of governmental accounting principles, practices and reporting requirements;
- Knowledge and comprehension of accounting software and in how they interact;
- Ability to manage and supervise effectively;
- Ability to provide a high degree of computer knowledge;
- Ability to work, train and to manage general accounting personnel;
- Ability to provide accurate, complete financial reports on a timely basis; and
- Skill in preparing reports.

Minimum Qualifications: Requires graduation from an accredited four-year college or university with a Bachelor’s Degree in Accounting or a related field and five (5) years governmental accounting experience and some supervisory experience preferred. Must have a valid Florida Driver’s License.

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing
- Depth perception

Environmental Conditions:

- Works inside in an office environment.

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and

reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

Print Name

Date

Signature