



CLASSIFICATION DESCRIPTION

TITLE: ACCOUNTANT

JOB CODE: TBD (Exempt)

GENERAL DESCRIPTION OF DUTIES

Under general direction, the purpose of the job is to perform moderately complex accounting work according to generally accepted standard accounting principles, established procedures, departmental guidelines, and regulatory requirements applicable to the work. Employees in this job classification function at journey professional level to accomplish assigned functions according to established schedules, calendars, projects, and programs of the department. Work includes researching and collecting data, preparing clear and concise financial reports, and monitoring expenditures and revenues of assigned divisions and/or departments. Performs related work as directed.

SPECIFIC DUTIES AND RESPONSIBILITIES

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.

- Performs moderately complex accounting work according to generally accepted standard accounting principles, established procedures, departmental guidelines, and regulatory requirements applicable to the work.
- Prepares various fiscal documentation regarding accounting activities, e.g., weekly, monthly and annual reports, draft and revised codes and ordinances.
- Generates various complex system reports or audits calculations and ensures accuracy, e.g., billing, payroll processing, personnel accounting processing, insurance billings.
- Maintains and reconciles balance sheet accounts for all funds with assistance from accounting support personnel.
- Conducts year-end closing process; provides information to financial auditors; conducts standard internal audits of various accounting records.
- Prepares budget forms for distribution at the beginning of the budget process; prepares fund summaries.
- Ensures adherence to generally accepted accounting standards and principles; ensures maintenance of proper audit trails and verification and reconciliation actions for all processed work.

- Evaluates receipts, expenditure forms, purchase orders, distributions, and disbursement orders for the purpose of ensuring compliance with established regulatory standards.
- Performs verification and reconciliation tasks for invoices/receipts/balances according to department checks and balances procedures.
- Prepares a variety of studies, reports and related information for decision-making purposes.
- Provides technical accounting support and interpretation to management and employees.
- Serves as a member of various employee committees.
- Coordinates activities with other departments and work groups as needed.
- Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's Degree in Public or Business Administration, Accounting, Finance or related field; supplemented by one (1) year responsible experience in municipal or business accounting; or an equivalent combination of education, training and experience.

LICENSES, CERTIFICATIONS OR REGISTRATIONS

Must possess a valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to understand and follow written and oral instructions.
- Considerable knowledge of generally accepted standard accounting principles, established procedures, departmental guidelines, and regulatory requirements applicable to the work.
- Considerable of the application of statistical concepts and methods as applied to the analyses of accounting, finance management, and revenue projecting.
- Current knowledge of industry, regulatory and legislative developments affecting accounting and financial reporting functions to ensure application to areas of responsibility.
- Skill in researching, compiling, and summarizing statistical data and information.
- Ability to understand and follow pre-established City, State and Federal policies, procedures and regulatory requirements applicable to the work.
- Ability to perform routine mathematical computations and tabulations accurately and efficiently.
- Ability to read, update and maintain various records and files.
- Ability to access, operate and maintain various software applications.

- Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.
- Ability to establish and maintain effective working relationship with other employees.

PHYSICAL REQUIREMENTS

- While performing the essential functions of this job the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift and/or move up to 25 pounds.
- While performing the essential functions of this position the employee is rarely exposed to disagreeable environmental factors.

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